



Agenda

Missaukee County Board of Commissioners

Special Board Meeting

Held electronically due to Covid-19 Pandemic

May 27, 2020 @ 4:00 PM

*Due to the COVID-19 Pandemic and Governor Whitmer's "Stay Home, Stay Safe" EO, **this meeting will take place electronically, via "zoom". Following the agenda are instructions on how to view/participate in this meeting** for any member of the public that so desires. Public comment may also be submitted in writing prior to the meeting to be put on record. Any questions on participating electronically or by phone should be directed to Jessica Nielsen, County Clerk, at 231-839-4967 ext. 204.

4:00PM Meeting Called to Order

*Public Comment

4:05PM COVID-19 County Operations – Continuing Resolution

COVID-19 Furlough Recommendation

*Public Comment

****Public Comment Rules authorized by the Missaukee County Board of Commissioners:** Each person recognized by the Chairman shall state their name for the record and will have a limit of 3 minutes to state an opinion. All opinions will be duly noted by the board & if requiring an answer will be addressed by the chairman first or his designee or in writing. The audience is asked not to interrupt at anytime during public comment

ZOOM INSTRUCTIONS
MISSAUKEE COUNTY BOARD OF COMMISSIONERS

1. Install the ZOOM app:
 - a. For your smartphone, tablet, iPhone or iPad: install the ZOOM app from App store;
 - b. For your computer, laptop or Notebook device with webcam, go to the zoom Web Site (www.zoom.us)
2. Create an account using your email address and create a password
3. At the time of virtual meeting,
 - a. For your smartphone, tablet, iPhone or iPad: launch the Zoom app and sign into your account
 - b. For your computer, laptop or Notebook device with webcam: go to the website and sign into your account
4. Then join the meeting using **Meeting ID number 480-392-5875**; If prompted, **Password: 729907**. This is specific for Missaukee County Board of Commissioners meetings
5. Follow the prompts...this will vary for audio-only versus video/audio

OR IF YOU WISH TO ONLY JOIN VIA TELEPHONE WITHOUT ZOOM APP:

1. Dial one of the following numbers:
 - +1 253 215 8782
 - +1 301 715 8592
 - +1 312 626 6799
 - +1 346 248 7799
 - +1 669 900 6833
 - +1 929 436 2866
2. Enter **Meeting ID number 480-392-5875. If prompted, password 729907.**
3. You are now in the meeting, please mute your phone except when you need to speak..

MEMBERS OF THE PUBLIC: Please do not speak unless prompted, and leave your phone or device on mute when not speaking. There will be an opportunity to give public comment near both the beginning and ending of the meeting. When prompted, please state your name loudly and clearly, public comment is limited to three minutes. Please re-mute your telephone at the conclusion of your comment.

Any questions about this process should call County Clerk Jessica Nielsen, 231-839-4967 ext. 204.



May 27, 2020

To: Missaukee County Board of Commissioners
From: Precia Garland, County Administrator
RE: COVID-19 and County Operations – Continuing Resolution

Following this communication is a draft continuing resolution regarding the amended operations of Missaukee County under the COVID-19 pandemic. Operations have specifically been amended in response to extended Declarations of Emergency and Disaster (EO 2020-99), in addition to numerous Executive Orders (EOs) also declared by the governor. EO 2020-96 and EO 2020-100, commonly referred to as the “Stay Home, Stay Safe” EOs, are currently the predominant orders impacting county operations. EO 2020-100 expires on June 12, 2020 and as of the writing of this communication, it is unknown if this EO will be further extended and if so, what changes might be made to it that further impact county operations.

In anticipation of the expiration of EO 2020-100, we are preparing to reopen Missaukee County facilities to the public after June 12, consistent with the *Missaukee County COVID-19 Preparedness and Response Plan*, which is currently being revised to comply with EO 2020-96. It is anticipated all county facilities will reopen to the public after June 12, except for the courthouse, which must comply with the five-phase “Return to Full Capacity Plan,” mandated by the Supreme Court Administrative Office for all courts.

Requested Action:

It is requested that the Missaukee County Board of Commissioners review the following draft resolution and consider approving it with adjustments as necessary to comply with the latest executive orders or other legal developments that impact county operations during the COVID-19 pandemic.

**MISSAUKEE COUNTY BOARD OF COMMISSIONERS
COVID-19 AND COUNTY OPERATIONS
RESOLUTION 2020-__**

WHEREAS, on Tuesday, March 10, 2020 Michigan Governor Gretchen Whitmer first declared a state of emergency, as the state's initial positive cases of COVID-19 were identified; and

WHEREAS, this state of emergency was affirmed by the Michigan Legislature on Tuesday, April 7, 2020 and further extended by Governor Whitmer through Friday, June 19, 2020 (Governor's EO 2020-99); and

WHEREAS, as of Monday, May 25, 2020, over 54,670 cases of COVID-19 were confirmed in Michigan, with 342 Northern Michigan cases, including 16 within Missaukee County; and

WHEREAS, Missaukee County wishes to slow the spread of COVID-19 and protect the health of both the general public and its employees; now

THEREFORE, BE IT RESOLVED, that the Missaukee County Board of Commissioners is taking the following steps to protect public health and slow the spread of COVID-19:

1. Continue restriction of public access to all county-owned facilities in accordance with Governor's Executive Order 2020-100. All County Departments will remain in operation and accessible by telephone, FAX, email, and other forms of electronic communication. Only members of the public that have made appointments will be permitted into county facilities when such in-person visits are deemed essential and in accordance with the county's screening protocol as defined in its COVID-19 Preparedness and Response Plan.
2. All non-essential county committee and boards meetings will be cancelled.
3. All essential meetings will follow measures as recommended by the Centers for Disease Control (CDC) to mitigate the potential for COVID-19 transmission, including social distancing, proper hand hygiene and respiratory etiquette. Preferably, all essential meetings will be conducted remotely, in accordance with Executive Order 2020-75, which temporarily modifies the Open Meetings Act through June 30, 2020.
4. Compliance with all current and future State and/or Federal Executive Orders and emergency rule changes as they relate to COVID-19.
5. Compliance with local administrative orders (LAOs) of the 28th Circuit Court, 84th District Court, and Missaukee Probate Court, as well as Supreme Court Administrative Office orders as they relate to COVID-19 and amended court operations.
6. Effective communication of all new practices/procedures to the public.

7. Delegation of additional authority to Frank Vanderwal, Board Chairperson or in the event of his incapacity, Hubert Zuiderveen, Board Vice Chair to approve emergency decisions, purchases and/or other necessary actions related to the COVID-19 matter, subject to ratification by the Board of Commissioners at a later date. Documentation regarding actions taken under this clause shall be copied to all Commissioners; and

BE IT FURTHER RESOLVED, all actions listed in this resolution shall remain in effect until June 12, 2020 or until as otherwise determined by the Board of Commissioners.

Ayes:

Nays:

Absent:

RESOLUTION DECLARED ADOPTED.

I hereby certify that the forgoing is a true and complete copy of the Resolution 2020-___ adopted by the Board of Commissioners of Missaukee County at the meeting held May 27, 2020.

Jessica Nielsen, County Clerk/Register of Deeds

Date



May 27, 2020

To: Missaukee County Board of Commissioners
From: Precia Garland, County Administrator
RE: Furlough Recommendation & Implementing Resolution 2020-___

Attached is a spreadsheet that analyzes the potential savings for reducing the hours of select employees via furlough. Under *Executive Order 2020-76, Temporary expansions in unemployment eligibility and cost-sharing*, analysis shows that the county would save an estimated **\$6,852 every two weeks** if it furloughed employees per department as shown. If the EO is not extended beyond its current expiration of June 19, the county must pay its share of UIA benefits as the separating employer. In that instance, the county would still realize an estimated savings of \$4,052 every two weeks. This savings equates to approximately 4.87% or 2.88% of an average payroll respectively, which typically runs \$140,000 every two weeks (all employees).

Here are a few details and assumptions made regarding the analysis:

1. Estimated unemployment benefits were calculated per the standard formula used by the Michigan Unemployment Insurance Agency (UIA) as detailed on the spreadsheet. It is anticipated employees will qualify for both state and federal unemployment benefits. Some will realize more income while furloughed/working reduced hours as compared to their normal, regular-schedule compensation.
2. Given the need to help mitigate the negative financial impact of the COVID-19 pandemic and the administrative steps necessary to implement a furlough, it was assumed the current furlough would be modified as shown on the attached spreadsheet and extended from June 1 – July 3. All department heads have been informed of this timeframe and have made adjustments to staff schedules accordingly in an effort to produce cost savings while still providing essential public services. You'll note that savings are expected to be less than the prior month as it is necessary for employees to work more hours to maintain current levels of service, based on work load.
3. All employees will be provided notice of the continued furlough. Only one position on the spreadsheet was not previously subject to furlough and will need to file for unemployment for the first time.

Requested Action

It is requested the Missaukee County Board of Commissioners consider approving **Resolution 2020-___, Furlough of Certain County Positions Related to COVID-19 Response Efforts** to implement a furlough/reduced hour schedule as detailed above and stated within Resolution 2020-___ which follows this communication. Also to be decided is if the furlough will run from June 1 – July 3 or June 1 – June 19.

Missaukee Co. Proposed Furlough Plan
June 1 - July 3, 2020

TITLE	HOURLY RATE	FURLOUGHED HOURS	WORKED HOURS	FT NORMAL PAYROLL	FURLOUGH PAYROLL	PAYROLL SAVINGS	MAX UIA BIWIKLY BENEFIT	MAX BENEFIT W/ EARNINGS	EST STATE UIA BENEFIT	FEDERAL BENEFIT	TOTAL BENEFIT
CLERKS OFFICE											
DEPUTY CLERK (AF)	\$ 16.6981	32.00	48.00	\$ 1,335.85	\$ 801.51	\$ 534.34	\$ 724.00	\$ 1,086.00	\$ 284.49	\$ 1,200.00	\$ 1,484.49
DEPUTY CLERK (LR)	\$ 13.6354	32.00	48.00	\$ 1,090.83	\$ 654.50	\$ 436.33	\$ 598.00	\$ 897.00	\$ 242.50	\$ 1,200.00	\$ 1,442.50
EQUALIZATION											
DATA COORDINATOR	\$ 17.8032	32.00	48.00	\$ 1,424.26	\$ 854.55	\$ 569.70	\$ 724.00	\$ 1,086.00	\$ 231.45	\$ 1,200.00	\$ 1,431.45
APPRAISER	\$ 16.6981	16.00	64.00	\$ 1,335.85	\$ 1,068.68	\$ 267.17	\$ 724.00	\$ 1,086.00	\$ 17.32	\$ 1,200.00	\$ 1,217.32
PROSECUTOR	\$ 12.9010	48.00	32.00	\$ 1,032.08	\$ 412.83	\$ 619.25	\$ 718.00	\$ 1,077.00	\$ 511.59	\$ 1,200.00	\$ 1,711.59
TREASURER	\$ 21.4928	32.00	48.00	\$ 1,719.42	\$ 1,031.65	\$ 687.77	\$ 724.00	\$ 1,086.00	\$ 54.34	\$ 1,200.00	\$ 1,254.34
CHIEF DEPUTY TREASURER	\$ 13.6354	32.00	48.00	\$ 1,090.83	\$ 654.50	\$ 436.33	\$ 574.00	\$ 861.00	\$ 206.50	\$ 1,200.00	\$ 1,406.50
DEPUTY TREASURER	\$ 16.6981	48.00	-	\$ 801.51	\$ -	\$ 801.51	\$ 470.00	\$ 705.00	\$ 269.62	\$ 1,200.00	\$ 1,469.62
MSU EXTENSION											
SECRETARY	\$ 22.9218	16.00	64.00	\$ 1,833.74	\$ 1,467.00	\$ 366.75	\$ 724.00	\$ 1,086.00	\$ 144.00	\$ 1,200.00	\$ 1,344.00
SHERIFF DEPT	\$ 25.2372	16.00	64.00	\$ 2,018.98	\$ 1,615.18	\$ 403.80	\$ 724.00	\$ 1,086.00	\$ 144.00	\$ 1,200.00	\$ 1,344.00
ADMIN OFFICER	\$ 25.2372	16.00	64.00	\$ 2,018.98	\$ 1,615.18	\$ 403.80	\$ 724.00	\$ 1,086.00	\$ 144.00	\$ 1,200.00	\$ 1,344.00
9-1-1 COORDINATOR	\$ 17.4895	16.00	64.00	\$ 1,399.16	\$ 1,119.33	\$ 279.83	\$ 724.00	\$ 1,086.00	\$ 144.00	\$ 1,200.00	\$ 1,344.00
JAIL ADMINISTRATOR	\$ 20.3942	32.00	48.00	\$ 1,631.54	\$ 978.92	\$ 652.62	\$ 724.00	\$ 1,086.00	\$ 107.08	\$ 1,200.00	\$ 1,307.08
RECORDS	\$ 16.3863	16.00	48.00	\$ 1,179.81	\$ 786.54	\$ 393.27	\$ 724.00	\$ 1,086.00	\$ 299.46	\$ 1,200.00	\$ 1,499.46
COURTS	\$ 257,2283	384.00	688.00	\$ 19,912.84	\$ 13,060.37	\$ 6,852.47	\$ -	\$ -	\$ 2,800.35	\$ 16,800.00	\$ 19,600.35
JUV PROBATION OFFICER	\$ 16.3863	16.00	48.00	\$ 1,179.81	\$ 786.54	\$ 393.27	\$ 724.00	\$ 1,086.00	\$ 299.46	\$ 1,200.00	\$ 1,499.46
REC YCLING	\$ 257,2283	384.00	688.00	\$ 19,912.84	\$ 13,060.37	\$ 6,852.47	\$ -	\$ -	\$ 2,800.35	\$ 16,800.00	\$ 19,600.35
LEAD RECYCLING COOF	\$ 257,2283	384.00	688.00	\$ 19,912.84	\$ 13,060.37	\$ 6,852.47	\$ -	\$ -	\$ 2,800.35	\$ 16,800.00	\$ 19,600.35
TOTALS	\$ 257,2283	384.00	688.00	\$ 19,912.84	\$ 13,060.37	\$ 6,852.47	\$ -	\$ -	\$ 2,800.35	\$ 16,800.00	\$ 19,600.35

TOTAL ALL PAYROLL \$ 140,578.24
 PAYROLL SAVINGS \$ 6,852.47 or \$ 4,052.12 (if county has to pay UIA)
 PAYROLL AFTER FURLOUK \$ 133,725.77

SAVINGS AS % OF WHOLE 4.87% or 2.88%

NOTE: Michigan UIA benefits are calculated as follows:

- Maximum weekly benefit = highest amount of wages in any base period quarter x 4.1%
- Maximum weekly benefit = \$362; maximum biweekly benefit = \$724
- For every \$1 earned, weekly benefit is reduced by \$0.50 AND wages + benefits cannot exceed 1.5 x weekly benefit.
- Formula: (Reg Pay/2) = UIA Benefit Discount. UIA Max Benefit - UIA Benefit Discount = Net Benefit; Reg Pay + UIA Net Benefit = Total benefit with earnings. If Total benefit with earnings < Max. benefit with earnings, then net benefit UIA calc is done. If Total benefit with earnings > Max. benefit with earnings, then subtract the two. Final UIA benefit is reduced again by the amount total benefit with earnings exceeds max benefits with earnings.

NOTE2: Federal Pandemic Unemployment Compensation (FPUC):

- No charge of FPUC to separating employer
- Available in MI from week ending April 4, 2020 - July 31, 2020.
- If employee receives \$1 or more of MI UIA, he/she gets full \$600/week FPUC.

NOTE3: UIA Work Share Program (highlighted rows)

- Alternate way to qualify for UIA when reducing hours for a group treated all the same as a unit.

**MISSAUKEE COUNTY BOARD OF COMMISSIONERS
FURLOUGH OF CERTAIN COUNTY POSITIONS
RELATED TO COVID-19 RESPONSE EFFORTS
RESOLUTION 2020-___**

WHEREAS, the state of Michigan was placed under a “Stay Home Stay Safe” community quarantine order, first issued by Governor Whitmer via Executive Order 2020-21, which began March 24, 2020 and has now been extended through June 12, 2020 via Executive Order 2020-100; and

WHEREAS, the “Stay Home Stay Safe” order was implemented to slow the spread of COVID-19 and protect public health; and

WHEREAS, the order has also caused a significant economic slowdown throughout the state, which in turn is negatively impacting the financial health of all private and public organizations; and

WHEREAS, the state of Michigan is projecting a 50% decrease in its sales tax collections for the months of March and April and projects continuing revenue shortfalls over the next eighteen months or more; and

WHEREAS, Missaukee County funds its operations in part based on revenues from the state of Michigan, such as State Revenue Sharing, Secondary Road Patrol, and Trial Court Improvement Funding, to name a few and thus should expect a corresponding reduction in future state funding; and

WHEREAS, Missaukee County also recognizes that due to the economic slowdown, a higher level of property tax delinquency, falling property tax values, and reduced fee for service revenues should also be expected in the future; and

WHEREAS, the Missaukee County Board of Commissioners has already directed the following adjustments to county operations through the balance of FY20, or until otherwise determined by the Board of Commissioners in order to help mitigate the negative financial impact of the COVID-19 pandemic:

1. The posting and filling of any vacant county position shall not proceed prior to a specific review and confirmation of immediate need, conducted by the affected department head and county administrator (except any position directly related to COVID-19 response and the Parks Department). Every effort shall be made to temporarily combine, reassign or reduce services as necessary. Any position recommended to be filled under this review process must be confirmed by the Board of Commissioners.
2. All non-essential travel and training for county employees shall be eliminated. Mandatory training that is required to maintain professional licensure or certification will be permitted.

3. All county departments shall limit purchases to essential supplies.
4. All county departments shall consider suspending or cancelling non-essential contracts.
5. Any non-essential capital improvement projects shall be deferred. If a grant is involved the capital project will proceed so as to retain grant funding; and

WHEREAS, it is further necessary for Missaukee County to take additional steps now to reduce expenditures in anticipation of reduced revenues; now

THEREFORE, BE IT RESOLVED, that the Missaukee County Board of Commissioners is implementing a furlough within certain county departments (Clerk, Equalization, MSU Extension, Probate Court, Recycling, Sheriff, and Treasurer) from June 1 - _____, 2020 for employees with non-essential duties and essential employees with reduced hours. The County shall continue to pay the employer portion of health care coverage during the furlough (employees will continue to be responsible for their employee share) and employees shall continue to accrue normal seniority during this time as well.

Ayes:
Nays:
Absent:

RESOLUTION DECLARED ADOPTED.

I hereby certify that the forgoing is a true and complete copy of the Resolution 2020-___ adopted by the Board of Commissioners of Missaukee County at the meeting held May 27, 2020.

Jessica Nielsen, County Clerk/Register of Deeds

Date