

Introductions: Pat Oman, Ben Davis, Don Lorge, Holly Wilson, Noelan Lange, Michael Virnig, Beth Crook, Paul Prokosch, Suzanne Lelwica, Char Kohlgraf, Kay Nstrom, Beth VanderPlaats, Joe Walsh, Reed Pederson, Daryl Moeller, Michele McPherson, Julie Peterson, Dillon Hayes, Eric Bartusch, Mike Wimmer, Susan Shaw, Kevin Schultz

- Beth Crook had some concerns about the productivity falling behind due to the limited essential staffing selected when a 2-week period was anticipated. Some of the mail has not been finished from last week and they are still trying to get some documents out to the staff that are teleworking, so she is looking forward to hopefully getting more support staff if the order is extended into next week.
 - Paul Prokosch says child support are also struggling to cover the caseloads with less staff, and there are a lot of questions coming in regarding financial statuses changing and stimulus checks. Staff are working to cover extra caseloads and get payments out the door, while tracking where/how people are tracking their time for reimbursement. One staff is struggling with their internet connection at home.
 - Beth V has 4 staff currently not working, 1 caseload is being managed by METS team and successfully keeping DHS required timeline (but falling behind their standard county timeframes. The other 3 who are not in the office working have their cases covered by Stefanie Dillan, since she is the only one who can cover long-term care cases. They are currently doing the bare minimum with the time available to keep things moving. Some staff teleworking have had issues with their connectivity etc. but things are falling into place and they are doing well now.
 - Char Kohlgraf has 3 of their 13 workers in the office, and the other 10 are working remotely. The technology pieces have been going smoothly. Char is functioning as the support staff for her workers right now.
 - Kay had a conference call with her unit this morning; of the 15 staff there is only 1 in the office. The other 14 are teleworking and she appreciates the support from Technology Services to keep things going smoothly. MNChoice Assessment requests have been increasing. She thinks the conference call from the governor at 2:00 p.m. today will have more information regarding a Stay at Home extension.
 - Suzanne says she has one licensing worker in the office who is staying very busy and fielding a lot of questions. Suzanne is concerned since there are some foster care providers who are not willing to take children right now, so they are working to find providers who are. Child care services are still up and running. Alyssa Libra is working to help with supplies since there are a lot of people who need food, diapers, formula, etc.

- Don Lorge says the Sheriff's Office is pretty much business-as-usual, except that 3 of the front office staff have not been working in an effort for only the minimum staff necessary in the office to perform the essential functions of the county. Don is waiting to hear at 2:00 today to see if there will be an extension of the Stay at Home order will be extended to see how they will be moving forward for next week. Don received more hand sanitizer from Princeton Distillery that he has distributed to the fire departments in the county.

- Ben Davis is continuing with day-to-day operations, with agents teleworking and using Skype since they are not conducting field visits at this time. The department is struggling without their support staff working at this time. They are working to rearrange the file room to accommodate drug testing, which will hopefully resume in the near future. Ben thanked Noelan and Cody for their hard work on this project.
- Joe Walsh has everyone working from home except for one employee. He appreciates the telephone conferencing set up from Technology Services since that is working well for staff communication. He updated management team that court has now provided video conferencing, so his staff and CVS employees who would need to appear for hearings may now be able to calling in. He's looking into remote/online notarization, and is hoping they may be able to do this via web conference at some point.
- Kevin Schultz says Public Works is business as usual, proceeding with pothole/crack repair etc. He hopes everyone stays healthy.
- Reed Pederson is looking forward to resuming business as there are projects that need to go out for bids.
- Eric Bartusch said everything on the Treasurer's side is going well (but falling a little behind), and the Auditor's side is falling behind since that staff have not been in aside from Sandy coming in on Monday. If the order gets extended he will need to readdress staffing needs. He is looking to have an agenda item on the 4/21 Board meeting to consider a proposal for potential tax/late fee relief.
- Michele McPherson said things in LSO are "humming along"—some of her work depends on staff in the Auditor's Office, so having Sandy come in on Monday was helpful to maintain statutory deadlines. If the Stay at Home order is extended they will need to readdress staffing needs, since people are still calling about permits and dropping them off. LSO is getting general phone calls and requests from abstractors for tract book pages, and people are appreciative that staff are still working so they are willing to follow the updates rules for current process revisions.
- Daryl Moeller said the Assessor's Office staff are holding up and Daryl is trying to get through phone calls and emails. It is tough for him to manage phone calls for the main line and distribute communication to his staff since this is a very busy month for the Assessor's Office. Homestead applications and sales are starting to pile up, but these are not time-sensitive. Yesterday Amisa was in to help prepare letters and packets of information for townships/cities to deal with appeal meetings that are coming up, and these were emailed/mailed out yesterday so townships will be communicating soon on how they want to hold their meetings. Some will do virtual meetings but some will still want to have the meetings at their town halls, but some town hall setups will still be able to accommodate the social distancing requirements. Staff are making things work but the tablets they chose to work in the field are not as ideal for working at home due to AS400, aerial photos, etc. The tablets for teleworking (as opposed to field work) are an inconvenience compared to what they are used to using in the office.
- Julie Peterson has a meeting with FEMA today to talk about procurements and reimbursements; they will possibly be collecting information on a quarterly basis. Julie is looking into possible reimbursement for technology, but this is a little unclear since we would need to prove the technology purchases were directly related to COVID-19. She reminded staff to continue the ISC-214 forms to document any time and special expenses related to COVID-19, and asked that

anyone who hears of law enforcement or long-term care needs to send them to Julie so she can help.

- Dillon Hayes is the only Environmental Resources staff in the office right now, but he is generally keeping up with things. Inquiries and septic permits are starting to come in, though, so if the Stay at Home order is extended he will need to re-evaluate staff.
- Mike Wimmer said DEED released yesterday that 11.4% of the workforce in Minnesota has filed for unemployment. Mike is working to keep financial institutions and the public informed about options and programs available. There have been concerns about the PPP (Paycheck Protection Program) funding but it looks like treasury will move forward with that. Mike has been in communication with businesses that have reached out regarding funding and programs available.
- Mike Virnig said Technology Services is pretty close to business-as-usual; they are managing updates and trying to keep staff working the best they can. Staff should be careful using the Zoom system; after Technology Services gave the OK for the program they are finding some security concerns. Due to these concerns they are looking for a replacement program such as WebEx or Skype. He is happy they've resolved the issues with the Attorney's Office for the Carpel program so staff can resume their work. The fly over is scheduled for next week so he is hoping for good weather. They are working on IT projects to catch up, and projects are going well. The new laptops ordered for teleworking needs came in yesterday and Mike is very pleased with the quality.
- SWCD still has all but one employee working remotely, and things are going very smoothly (there are only a couple programs used in the field that are currently put on hold). Per the Stay at Home order they are not doing any meetings with land owners, but she hopes the order is released prior to this summer since they need to be in the field at that point.
- Holly Wilson said there are still some positions posted that ASO is working through how to proceed with the hiring process. Some of these positions require testing, which is usually administered face-to-face, so there is research going into online testing options and perhaps video conferencing for 2nd round interviews. She is doing daily work and a lot of conference calls that are going well. Public Works has projects that are continuing forward as best as they can. Tommi is teleworking from home and that is working well.
- Karly Fetters said there was clarification provided by legislature on the Workmen's Comp law effective today for first responders. The clarification provides a presumption that First Responders diagnosed with COVID-19 contracted this in the workplace. Any employee believed to have come in contact with COVID-19 has been instructed up until this point to complete a First Report of Injury, but this clarification will be helpful for First Responder FROI's as of 4/8/2020. This legislation does not backdate for FROI's prior to 4/8/2020.
- Noelan says temperature checks are going well and the mail is going well. Keys for the CVS & SO drop boxes have been distributed to the appropriate parties and every drop box has been receiving mail and deliveries. Facilities is working with Ben Davis on the Probation file room to turn it into the testing they hope to administer in the future. Facilities staff are working with Technology Services to make office moves and complete standing desk requests, and facilities staff are working alternating shifts (though not all staff are currently working) to try to meet the cleaning needs.

- Pat Oman said that Justice, Tommi, Holly, & Karly are all teleworking. Pat is usually on-site for about half of each day. Calls for the main ASO/PW lines are coming through but may be rolled to different people. Pat sorts the mail as it comes in to ASO, and works to coordinate vital records requests with Michele to process in a timely manner. Current staffing setups seem to be working for now but what may come in the next few weeks is still a concern. The quarterly newsletter went to the printer today so it should go out in the mail this weekend, and will contain a lot of information on COVID-19 and current county operations during the pandemic. The Mille Lacs County website and Facebook pages have been heavily saturated with updates, as well, to keep information available to the public. The County Board meeting yesterday was teleconferenced, and the YouTube recording available to the public ran successfully. The commissioners stated at the Board meeting how much they appreciate all of the hard work from department heads/managers/employees, knowing this has been a weight on everyone and a strain to adjust.
- Pat updated Management Team that ASO is working to put together some contingency strategies in case the Stay at Home order gets extended. The 10 days of FFCRA EPSL would end next Tuesday for most employees if the order were extended, so ASO is continuing to evaluate the needs of departments and employees for revised workloads and staffing needs. Pat requested that department heads submit by the end of business day today, a very brief summary (paragraph) of what their department staffing needs would be if the Stay at Home order were extended into next week. The initial evaluation of staffing was based off of a 2-week time period, so this will need to be re-evaluated if changed. He reminded departments that this is still a Public Health event, so department needs will need to be evaluated in a way that doesn't create a public health issue. Departments should compile a paragraph of what the needs are for their department to meet statutory requirements and continue revenue flow. ASO will meet with department heads by the end of this week to make decisions based on this information. ASO must be diligent with new computers when addressing needs requests, so department heads should also re-evaluate multiple shifts and staffing needs. Departments should be as flexible as possible and provide several options to meet the needs of staff and their departments. There are currently about 85 employees teleworking and this is expected to expand, and the policies put together back in March by ASO may also address department and employee needs (e.g. teleworking, advancing paid sick leave). Managers know that they are already able to be flexible with the schedule of employees, and it is a good idea to be flexible with employees at this time.
- Beth Crook says she currently has 16 full-time staff on-site, but she is putting together a plan to hopefully get more staff teleworking (who are currently not working). She's also planning to organize working in shifts in order to keep the number of staff in the building the same. CVS tasks are falling behind so they are evaluating social distancing and how to get more staff working. Beth also asked if the Stay at Home order is extended, how employees who are non-essential not working be paid? Pat and Holly said once FFCRA runs out employees will likely need to use sick/vacation time, and if they do not have enough time accumulated they can use the county policy to advance sick leave. This will also be part of a subsequent discussion with the County Board.

- Don Lorge had 3 staff at home last week and this week, and asked if the SO switches the staff working if extended, would they now be eligible to use FFCRA? Holly confirmed they would, as the 80 hours is per employee through 12/31/2020.
- Joe Walsh will send an email to Pat with updated staffing setup for next week, as he will be now rotating the one attorney and one assistant on-site.
- Mike Virnig wants to work on a roster for employees currently teleworking. The group discussed work orders and standing desks.
- Daryl Moeller has a busy week of April 20 coming up; he and Pat discussed that employees who can complete these tasks via teleworking should do their best to stay out of the office (with the understanding that they may need to come on-site intermittently).
- Staff continued to discuss revised needs, and department heads will send their updated proposals to Pat.

Meeting adjourned at 10:47 a.m.