

BOARD OF MADISON COUNTY COMMISSIONERS
March 20, 2020, Emergency Meeting Minutes

On Friday, March 20, 2020, the Board of Madison County Commissioners conducted an emergency meeting which came to order at 1:05 p.m. in the Public Meeting Room of the Administrative Office Building in Virginia City, Montana, with Commissioners Dan Allhands, Chairman, Ron Nye, and Jim Hart present. Jani Flinn, Airport Board Secretary, was present to take minutes.

Those people in attendance at the meeting were Jani Flinn, Paula McKenzie, Shelly Burke, Lois Stephens, Tommy Luksha, Joe Brummell, Melissa Brummell, Tammy Mahlstede, Bonnie O'Neill, Alex Hogle, Diane Kaatz, Justin Ekwall, Jordan Allhands, Suzanne Nellen, Kacey Smart, Vicki Tilstra, and several who participated via Webex. Brett Schriock, IT Manager, and Ryan Wolter, IT Support Specialist, were present to administer the public connection to the meeting via Webex.

Airports (Jani Flinn and Lance Bowser)

Lance presented the following items for Ennis Big Sky Airport:

- Land Acquisition – Tract 4A partial. Lance provided an update to the Commissioners on the status of this acquisition.
- Recommendation of Award – SK Construction (Grant AIP 3-30-0090-021-2020). After discussion, Jim Hart moved to approve and sign the Recommendation of Award to SK Construction in the amount of \$13,191,691.50, for Grant AIP 3-30-0090-021-2020 contingent upon receipt of FAA Grant Funding. Ron Nye seconded the motion. All voted aye and the motion carried.
- Application for Federal Assistance SF-424.
 - AIP 3-30-0090-021-2020, Ennis Big Sky Airport taxi lanes, etc. After review, Jim Hart moved to approve Application for Federal Assistance for AIP 3-30-0090-021-2020 in the amount of \$5,979,985 with a 10% local match. Ron Nye seconded the motion. All voted aye and the motion carried.
 - AIP 3-30-0090-022-2020, Ennis Big Sky Airport runway. After review, Jim Hart moved to approve Application for Federal Assistance for AIP 3-30-0090-022-2020 in the amount of \$9.3 million with no local match. Ron Nye seconded the motion. All voted aye and the motion carried.
 - Sponsor Certifications both AIP-021 & -022. Jim Hart moved to sign Sponsor Certifications for AIP 021-2020 and AIP 022-2020 as explained by Robert Peccia & Associates, including Drug Free Workplace, Certification and Disclosure Regarding Potential Conflicts of Interest, Certification Regarding Lobbying, Selection of Consultants, Real Property Acquisition, Project Plans and Specifications, Equipment and Construction Contracts, and Construction Project Final Acceptance. Ron Nye seconded the motion. All voted aye and the motion carried.
- Agreement for Airport Access, Lot 15B, Stamsta. This item was approved at the Commissioners Meeting on Tuesday, March 17, 2020.
- Item not on Agenda but previously approved on March 3 and March 10, 2020. A 318 Authorization was received as a result of Madison County's recent application for a 310 permit from the State Conservation District. As this is part of the Work Permit for the State of Montana, Jim Hart moved to sign and return the Short-Term Water Quality Standard for Turbidity Related to Construction Activity (318 Authorization) as issued by Montana Department of Environmental Quality. Ron Nye seconded the motion. All voted aye and the motion carried.
- Jim Hart updated the Board on a conversation at the Airport Board meeting on April 13, 2020 regarding the need for another well to be drilled at the Ennis Airport. This item will be put on a regular Commission meeting when more detail is available.

Laurie Buyan, Executive Assistant to the Board of Commissioners, joined the meeting at this point and took minutes for the remainder of the meeting.

Melissa Brummell, Public Health Director, met with the Board to discuss the following topics.

- **Madison County Work Plan – COVID-19:** Melissa stated that an incident command team was created on March 5, 2020, adding that the first COVID-19 case in Madison County was reported this morning. She distributed and reviewed draft recommendations from the incident management team, stating that they had looked at State and National recommendations and addressed as many questions as they could. There were suggestions about restricting access to the buildings, conducting business by mail or email if possible, how the courts are going to handle a close-down, and e-filing public documents. It was agreed by most to limit exposure and do the most that can be done to protect people. Following much discussion, Ron Nye moved to restrict public access to all County buildings until further notice, effective March 20, 2020, at 5:00 p.m. Jim Hart seconded the motion. There was further discussion about different protocols for different offices. Jim Hart made a friendly amendment to the motion that most services will still be available by telephone, email, by U.S. Postal Service, or at the drop box outside of the Treasurer's Office. All voted aye and the motion carried. A Code Red notice will be sent out to notify the public of the closure.
- **Staff Absentee Plan – COVID-19:** Melissa discussed guidance in the hand-out from the incident management team regarding employee absenteeism. There was discussion regarding how to pay employees if services are reduced and if there is a need for someone to work from home. Following much discussion, Jim Hart moved to approve that elected officials and department heads have the discretion to allow employees to stay home during the midst of the COVID 19 pandemic and that employees will be paid administrative leave until April 30, 2020, at 11:59 p.m. Ron Nye seconded the motion. All voted aye and the motion carried. This decision will be re-evaluated in 30 days. Vicki discussed the need to track hours for reimbursement purposes. There was also discussion about the need for extra help at the nursing homes and it was suggested that a volunteer list be created for those willing to help out if they are put on administrative leave. Paula McKenzie discussed upcoming elections and suggested that the Board send letters of support to the Governor for mail ballot elections.

Tammy Mahlstedt, Human Resource Specialist, Met with the Board to discuss the following topics. Bonnie O'Neill, Chief Administrative Officer, Vicki Tilstra, Finance Officer, Jani Flinn, Airport Board Secretary, and Brett Schriock, IT Manager, were present for this portion of the meeting. Steve McNeece, Nursing Homes Administrator, participated in the meeting by telephone.

- **Authorization to Fill Non-Certified Aides at Nursing Homes:** Tammy discussed a need to hire additional aides in the laundry, housekeeping, etc. at both nursing homes. She stated that she wasn't sure how many additional people would be needed. After discussion, Jim stated that this proposal has already been approved and all that is needed is a signature on the Authorization to Fill form.
- **Authorization to Fill Senior Shuttle Bus Driver Position:** An Authorization to Fill form was discussed for a Senior Shuttle Bus Driver position. Since the bus is not currently running, the position was put on hold until more information is available.
- **Nursing Home Administrator-in-Training License Fees:** There was discussion regarding who should pay for the license fees for nursing homes Administrators-in-Training and what fees are paid for other positions or departments. Vicki stated that we are implementing the program and don't want to hinder someone who can't afford the fees. Following discussion, Jim Hart moved to approve the request to cover the first-time Administrator-in-Training license fee. Ron Nye seconded the motion. All voted aye and the motion carried.
- **Nursing Home Administrator-in-Training Job Description:** Tammy discussed the Administrator-in-Training job description. Following review, Ron Nye moved to approve the Nursing Home Administrator-in-Training job description. Jim Hart seconded the motion. All voted aye and the motion carried.
- **COVID-19 Emergency Staffing for County Nursing Homes:** Steve and Bonnie discussed that it may be difficult getting people to come to work during the pandemic due to children at home, etc. Steve stated they are trying to build a pool of employees who can come in when someone calls off. Bonnie stated that in the past employees have been given \$5.00 per hour to come in when someone calls off. Other topics such as moral issues and staff ethics were also discussed. Steve stated that they would like to do incentives, such as \$100 per day, and would like to discourage people from leaving the building during the day. There was discussion that this was a management decision.
- **COVID-19 Emergency Staffing for County:** Bonnie discussed the need for an additional IT person during the COVID-19 pandemic. She stated that both Brett and Ryan are extremely busy right now but has not heard from anyone else that they need help. Brett discussed FBI regulations and stated that he hasn't had time to sit down and do the documentation, adding that he would like to write a job description

for the position. Following discussion, Jim Hart moved to approve hiring a short-term, 90 day, emergency, part-time IT position. Ron Nye seconded the motion. All voted aye and the motion carried. Bonnie stated that Ryan is at \$23.69 and suggested the new position be placed at 80% of that.

Extension of Health Insurance Proposal Due Date: Following discussion regarding insurance proposals, Ron Nye moved to extend the due date for health insurance proposals to March 30, 2020, at 5:00 p.m. Jim Hart seconded the motion. All voted aye and the motion carried.

Culvert Replacement at Varney Bridge: This portion of the meeting was closed to discuss legal strategy related to culvert replacement near the Varney Bridge.

With no further business, the meeting was adjourned at 3:50 p.m.

Dan W. Allhands, Chairman
Board of Madison County Commissioners

Date Approved: May 20, 2020

Minutes prepared by:

Jani Flinn, Airport Board Secretary, and

Laurie Buyan, Executive Assistant to the
Board of Commissioners

Attest: _____
Kathleen Mumme, Clerk and Recorder, Madison County