

**PORTER COUNTY BOARD OF COMMISSIONERS  
SPECIAL MEETING  
FRIDAY, MARCH 27, 2020  
10:30 A.M.**

**(The entire meeting is available to watch on the Porter County website.)**

The Special meeting of the Porter County Board of Commissioners convened at 10:30 a.m. on Friday, March 27, 2020 in the Commissioners' Chambers of the Administration Center.

Those present were: Commissioners Jeff Good, Laura Blaney, Jim Biggs, County Attorney Scott McClure. This meeting was held via teleconference.

**Call to Order/Pledge**

Com. Good, We have one item on the agenda today and it is the Emergency Declaration. I will turn it over to Atty. McClure to explain the declaration and purpose.

Atty. McClure, We do have a Declaration of Emergency Response to the COVID-19. It outlines the specific actions that the President of the United States has made. That the Governor of the State of Indiana has made and also the dates that the Porter County Commissioners and Porter County Council have put into place for those dates. It also outlines when the public venues were closed. Also it outlines the response from the Commissioners and the Council on the Emergency PTO that was allotted up until and including April 6<sup>th</sup> and the requirements to utilize that. And also the advice from an operational standpoint that each department head was given as to how to utilize the Emergency PTO and or the rotational schedule. This goes back over the busy 10 or so days that we've gone through in attempting to putting all of this together. This outlines all of the actions that the Commissioners have done in relation to the building closings, the employee benefit changes that are temporary through April 6<sup>th</sup>. It also outlines (Inaudible) being closed (Inaudible) and the recommendations that we've given to our elected officials and our department heads over those departments in response to the local public health emergency. What this declaration does is outlines exactly what we have done with the employees and the requirements and guidelines that we have given to the department heads in order to effectuate this emergency reaction.

**DECLARATION OF EMERGENCY RESPONSE TO COVID-19**

**WHEREAS:** on March 6<sup>th</sup>, 2020, the Governor of Indiana, Eric Holcomb, by Executive Order 20-02, declared a public health emergency for Coronavirus Disease 2020 Outbreak ("COVID 19) pursuant to I.C. 10-14-3-12; and

**WHEREAS:** on March 13<sup>th</sup>, 2020 The President of the United States declared a National Emergency for the Coronavirus Disease 2020 Outbreak ("COVID-19); and

**WHEREAS:** on March 13<sup>th</sup>, 2020, the Porter County Board of Commissioners restricted access to and closed County public venues, such as the Porter County Expo Center and the Memorial Opera House, in response to both Governor Holcomb's and President Trump's emergency declarations; and

**WHEREAS:** on March 16<sup>th</sup>, 2020, the Porter County Board of Commissioners in conjunction with the Porter County Council, provided ten (10) days of emergency personal time off ("EPTO") for those full and essential part time County Employees, that due to the Covid-19 CDC health recommendations or Covid-19 related childcare issues, required time off from work; and

**WHEREAS:** on March 17<sup>th</sup>, 2020 effective at noon, the Porter County Board of Commissioners closed all County buildings, except the Courthouses, to the public; and

**WHEREAS,** on March 23, 2020, The Governor of The State of Indiana ordered that all residents without an "Essential Need" or employed by an "Essential Business" to shelter in place; and

**WHEREAS:** on March 23, 2020, the Porter County Board of Commissioners restricted County employees to rotational schedules or work from home in order to ensure continued governmental operation; and

**WHEREAS:** on March 23<sup>rd</sup>, 2020, the Porter County Board of Commissioner in conjunction with the Porter County Council, provided an additional six (6) days of (“EPTO”) for those full time and essential part time County Employees, that due to the Covid-19 CDC health recommendations, Covid-19 related childcare issues, or being placed on a rotational schedule, required time off from work; and

**WHEREAS:** on March 20<sup>th</sup>, 2020, the Indiana Supreme Court granted Porter County’s Petition for its Courts to operate on a severely reduced schedule, eliminating the need for most court employees in chambers; and

**WHEREAS:** it is imperative to allow certain County employees to work on a rotational basis or to work remotely to curtail the community spread of COVID-19 and to ensure continued governmental operation; and **WHEREAS:** considering the above, it is necessary and proper to take these actions to protect the health, safety and welfare of all Porter County residents in connection with the continuing and evolving threat posed to public health by COVID-19

**NOW THEREFORE THE PORTER COUNTY BOARD OF COMMISSIONERS:**

1. Declare a Local Public Health Emergency effective March 13<sup>th</sup>, 2020.
2. Direct Elected Officials overseeing county departments and Department Heads to implement a plan to allow essential County Offices and Departments to remain staffed and operational but under the following guidance:
  - a. Allow County Employees, as determined by their supervisor or department head, to work remotely if possible, through and including April 6<sup>th</sup>;
  - b. County Departments shall continue to operate by utilizing a rotational schedule during working hours to keep the individual departments operational, through and including April 6<sup>th</sup>;
  - c. During the employee’s regularly scheduled work hours during the emergency, the employee is considered “on-call” and, therefore, must be available by phone to respond to calls from other county Officials and must be available to return to work if requested, , through and including April 6<sup>th</sup> ;
  - d. For each workday an employee is not required to work in-person or work from home, they shall utilize the EPTO for that day;
  - e. Emergency Paid Time off expires at the end of business April 6<sup>th</sup>, 2020.
3. All County buildings, except the Courthouses, shall be closed to the public, through and including April 6<sup>th</sup>, 2020.

PORTER COUNTY BOARD OF COMMISSIONERS  
This the 27<sup>th</sup> Day of March, 2020.

/s/Jeff Good, President  
/s/Laura Blaney, Vice President  
/s/Jim Biggs

Attest: /s/Vicki Urbanik, Auditor

I affirm under the penalties for perjury that I have taken reasonable care to redact each social security number in this document unless required by law. \_\_\_\_\_  
Scott R. McClure, County Attorney

Com. Blaney, moved to approve the Declaration, Com. Biggs, second, motion carried.

Com. Good, Is there any additional discussion from the Board?

Com. Biggs, Nothing Mr. President other than making history here. In 185 years of County government we have never had a virtual meeting. This is a first.

Ms. Urbanik, Roll Call:

Com. Good, Yes.

Com. Blaney, Yes.

Com. Biggs, Yes.

Ms. Urbanik, Three to zero.

Com. Good, Thank you Madame Auditor.

With no further business the meeting was adjourned at 10:40 a.m.

BOARD OF COMMISSIONERS  
PORTER COUNTY, INDIANA

\_\_\_\_\_  
Jeffrey J. Good

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Laura M. Blaney

\_\_\_\_\_  
Jim Biggs

Attest: \_\_\_\_\_  
Vicki Urbanik, Auditor