



## Legislation Details (With Text)

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**Title:** Consideration of Resolution Extending Friday Closures through March 31, 2021, in Light of COVID-19 and Expected Effects of the 2020-21 Flu Season  
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**Code sections:**  
**Attachments:** 1. 2020-11-03 Resolution, Office Hours (continuing Friday Closures through ...

Date	Ver.	Action By	Action	Result
11/3/2020	1	BOARD OF SUPERVISORS		

### Memorandum

**Date:** November 3, 2020  
**To:** The Honorable Moke Simon, Chair, Lake County Board of Supervisors  
**From:** Carol J. Huchingson, County Administrative Officer  
**Subject:** Consideration of Resolution Extending Friday Closures through March 3, 2021, in Light of COVID-19 and Expected Effects of the 2020-21 Flu Season

**Executive Summary:** (include fiscal and staffing impact narrative):

As you will recall, on August 28, 2018, your Board adopted Resolution No. 2018-118, establishing temporary alternate office hours for County offices located within and surrounding the Lake County Courthouse Building. At that time, "Friday closures" were granted due to high employee vacancy rates, generally heavy workloads and disaster impacts. Staff continued to work behind the scenes on Fridays, and Department Heads reported seeing significant workload management benefits, and few known disruptions to public service, all of which could be appropriately remedied.

Most recently, on August 4, your Board adopted Resolution 2020-103, extending temporary alternate hours through December 31, 2020. During that discussion, your Board affirmed excellent public service as a priority and expressed interest in resuming normal business hours.

In discussion October 28, your Department Heads expressed willingness to adjust and remain open five days per week, if your Board should so direct. They also reported ongoing benefits to their operations, and desire to maintain Friday Closures. While departments use the protected time differently, several have seen more effective staff meetings and training sessions, at a time when developing our workforce remains a high priority.

Another primary factor cited was concerns surrounding continuity of operations during the 2020-21 flu season, given the COVID-19 overlay. It is certain departments will face multiple staff members needing to quarantine, working from home, where possible, for simultaneous or overlapping 14-day periods. Departments are hopeful adjustments made early in the pandemic, when on-site work was prohibited, will allow for continuity of critical functions. Maintaining sufficient available staffing for in-person services will be more possible four days/week than five.

Distance Learning is another element. Many Lake County schools continue to employ a remote learning model, and even older children that are capable of greater academic independence benefit from having a parent available to support their education. The flexibility afforded by alternative work schedules and remote work has been crucial for many families; both can be more readily supported by departments when offices are open to the public Monday-Thursday.

Our Health Services Director reported their department's half-day closure on Fridays has been very helpful in organizing the County's pandemic response. She advised, with Lake County bordering on the Purple Tier despite considerable efforts by the Public Health Team, and flu season likely to bring complications, continuing Friday Closures through the end of March is appropriate. Your Board will be aware support for public-facing workers, and their ability not to report to work when they are ill or have potentially been exposed to COVID-19, is broadly considered an important facet of pandemic response, with potential public health and economic benefits under California's Blueprint for a Safer Economy.

Staff is aware there has been a recent uptick in interest in County offices reopening to the public on Fridays. Recent implementation of the CPS-HR October 2019 Classification and Compensation study for most labor groups has been one driver. Implementation of the study is a significant investment in our workforce, intended to reduce employee turnover, promote employee retention and begin to stabilize staffing levels. However, some benefits will not be immediate, and our current vacancy rate is 20%.

If it is your Board's collective intent to return to normal office hours as of December 31, declaring that now would allow Department Heads two months' time to transition their operations in anticipation of the change. It would also provide any Department Heads that find their offices must remain closed on Fridays to make that business case to the public and your Board, bringing forth a departmental Office Hours Variance request by Resolution, in accordance with County policy:

[https://library.municode.com/ca/lake\\_county/codes/code\\_of\\_ordinances?nodeId=COOR\\_CH2AD\\_ARTIINGE\\_S2-20FHOCOOF](https://library.municode.com/ca/lake_county/codes/code_of_ordinances?nodeId=COOR_CH2AD_ARTIINGE_S2-20FHOCOOF)

However, in light of the valuable feedback provided by Department Heads, staff recommends your Board act today to extend Friday Closures through March 31, 2021, to support Department Heads and our workforce during this COVID-19-informed flu season.

**If not budgeted, fill in the blanks below only:**

Estimated Cost: \_\_\_\_\_ Amount Budgeted: \_\_\_\_\_ Additional Requested: \_\_\_\_\_ Future Annual Cost: \_\_\_\_\_

**Consistency with Vision 2028 and/or Fiscal Crisis Management Plan** (check all that apply):

- |                                                             |                                                                 |                                                      |                                              |
|-------------------------------------------------------------|-----------------------------------------------------------------|------------------------------------------------------|----------------------------------------------|
| <input checked="" type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety                          | <input type="checkbox"/> Infrastructure              | <input type="checkbox"/> Not applicable      |
| <input type="checkbox"/> Economic Development               | <input type="checkbox"/> Disaster Recovery                      | <input checked="" type="checkbox"/> County Workforce | <input type="checkbox"/> Technology Upgrades |
| <input type="checkbox"/> Community Collaboration            | <input checked="" type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake                  | <input type="checkbox"/> Revenue Generation  |
|                                                             |                                                                 |                                                      | <input type="checkbox"/> Cost Savings        |

**If request for exemption from competitive bid in accordance with County Code Chapter 2 Sec. 2-38, fill in blanks below:**

Which exemption is being requested?

How long has Agreement been in place?

When was purchase last rebid?

Reason for request to waive bid?

**Recommended Action:**

Adopt the Resolution Extending Friday Closures through March 31, 2021, in Light of COVID-19 and Expected Effects of the 2020-21 Flu Season