



Legislation Text

File #: 20-260, Version: 1

Memorandum

Date: March 24, 2020

To: The Honorable Moke Simon, Chair, Lake County Board of Supervisors

From: Carol J. Huchingson, County Administrative Officer

Subject: (a) Resolution of the County of Lake Board of Supervisors relating to Workplace Safety, Employee Leave and Remote Work in response to COVID-19, and (b) Continued discussion and consideration of accommodations to facilitate electronic access to Board of Supervisors (BOS) meetings in light of COVID-19

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

(a) On March 17, 2020, your Board gave direction to staff to develop policy to support County employees and foster safe workplaces during the COVID-19 pandemic. This in mind, staff has prepared the attached Resolution and policy for your consideration and approval.

The Resolution will allow County employees to request to advanced sick leave during the pandemic and enables leave accruals to be used flexibly for time off purposes related to COVID-19. Exhibit A to the Resolution provides for an interim policy for employees approved to work remotely during the COVID-19 disaster. Said policy would expire in 90 days unless terminated earlier by your Board. This policy was generated as a combined effort of the offices of the Auditor-Controller, the County Counsel, Information Technology, Human Resources, the Treasurer-Tax Collector and Administration. I am especially grateful to all who participated in the development during this time of crisis.

(b) In addition, on March 17, 2020, your Board directed staff to facilitate electronic access to BOS meetings. With that in mind, for today's March 24, 2020 meeting, a means for providing public comment via electronic means has been put in place.

Staff requests the opportunity to continue the dialog with your Board about your needs for electronic access in light of the developments since your March 17, 2020 discussion, including the Health Officer's 'shelter in place' order and additional guidance from the Governor giving counties additional latitude for electronic meetings.

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 checked="" type="checkbox"/> Public Safety | <input type="checkbox"/> Infrastructure | <input type="checkbox"/> Not applicable |
| <input type="checkbox"/> Economic Development | <input checked="" 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: (a) Adopt Resolution of the County of Lake Board of Supervisors relating to Workplace Safety, Employee Leave and Remote Work in response to COVID-19. (b) Direction to staff.