



Legislation Text

File #: 20-571, Version: 1

Memorandum

Date: June 16, 2020

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

From: Carol J. Huchingson, County Administrative Officer

Subject: Consideration of a Resolution Amending Resolution No. 2020-32, Revising and Extending the County of Lake COVID-19 Interim Policy for Working Remotely

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

As your Board will recall, on March 24, 2020, you acted to Adopt Resolution No. 2020-32, enabling multiple measures to promote employee and public safety and facilitate continuity of County business operations in light of COVID-19.

Among these was the County of Lake COVID-19 Interim Policy for Working Remotely. This Policy permitted employees, with Department Head approval, to work from home using County-provided equipment. Because the County had not previously allowed remote work, it was important to your Board that this policy be explicitly temporary, and it was therefore effective for a period of 90 days.

We are now approaching the 90-day mark. Department Heads report remote work has generally functioned very well, and challenges brought by the need to deliver services without in-person contact have led to changes in business practices. In recent years, due to budgetary constraints, limited office space has been a constant challenge for many departments, and now, the option for some employees to telework has relieved pressure on offices seeking to accommodate social distancing requirements. In addition, some employees are reporting that they have issues with the care of their school age and younger children, not only with the possibly unusual school schedule coming up but the limited availability of child care, and as a result, some continued flexibility is needed for those that can continue to be productive while working remotely.

Today, I am recommending your Board extend the Interim Policy for Working Remotely by 90 days, meaning it will expire September 20, 2020, unless subsequent action is taken. Because we are now facing unprecedented revenue uncertainty brought by COVID-19, and we have a need to flexibly respond to office space and staffing challenges, work is also ongoing to develop a permanent Remote Work policy, for the consideration of your Board.

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):

☒ Well-being of Residents

☒ Public Safety

☐ Infrastructure

☐ Not applicable

☒ Technology Upgrades

- | | | | |
|--|--|--|--|
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Disaster Recovery | <input checked="" type="checkbox"/> County Workforce | <input type="checkbox"/> <i>Revenue Generation</i> |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake | <input type="checkbox"/> <i>Cost Savings</i> |

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 Amending Resolution No. 2020-32, Revising and Extending the County of Lake COVID-19 Interim Policy for Working Remotely