

## Office Safety Meeting

January 29, 2019

10:02 a.m.

Present: Commissioner Jackson, Commissioner Stamper, Commissioner Fund, County Manager Erik Martin, Wayne Whiton, Lara McRea, Rachel Hunt, Becky Butler, Erik Martin, Candace Hallom

Recorder: Rieva Lester

Wayne Whiton discussed the need for planning regarding emergencies big and small, including power outages, etc.

Wayne said if a power outage is for an extended amount of time, the county should send home hourly employees, who could then use vacation time (or leave without pay or sick pay if they were allowed), etc., to make up their hours. Wayne said he will get the Department of Labor's statute regarding inclement weather, etc.

Wayne said the county needs to develop policies and procedures.

The group discussed courthouse closures, what constitutes an emergency for emergency meetings, etc. The group also discussed having the county manager make decisions regarding closures, etc., during non-emergency events.

The group discussed the possibility of crafting a policy allowing employees to access sick time during emergency closures under certain circumstances.

Erik and Wayne said they would work on the policies and procedures.

The group discussed templates to alert the public of courthouse closures via Facebook and on doors.

Becky noted that not all employees know who is an essential employee vs. who is not. The group discussed identifying those who are essential and those who are not essential employees.

Meeting ended at 10:48 a.m.

### TO-DO LIST / RECAP

**Wayne and Erik:** Work on emergency policies and procedures, coordinate with Matt Thuston about talking at an upcoming Safety Meeting.