

**REPORT TO THE
MINUTES OF THE BOARD OF
CARBON COUNTY COMMISSIONERS
EMERGENCY MEETING
Friday, March 20, 2020
Carbon County Courthouse, Rawlins, WY**

An emergency meeting of the Board of Carbon County Commissioners (BOCC) commenced Friday, March 20, 2020 at 1:00 p.m. at the Carbon County Courthouse, Rawlins, WY. Attending the meeting were; Chairman, John Johnson, Vice Chairman, Sue Jones, John Espy, Travis Moore and Byron Barkhurst.

Chairman Johnson called the meeting to order at 1:00 p.m. and said the purpose of the meeting was to discuss the COVID-19 Response Plan and updates, the Emergency Paid Leave COVID-19 Policy and to hold an executive session.

COVID-19 RESPONSE PLAN AND UPDATES

Amanda Brown provided an update on positive COVID-19 cases in Wyoming and the Governor's Order from yesterday closing bars, restaurants and other gathering places. Emily Kaluzny, Emergency Response Coordinator reported that emergency supplies will be arriving from the national stock pile to Wyoming soon and potentially available to Carbon County if needed.

Ron Brown, Emergency Management Coordinator is tasked with producing an order of what is needed in Carbon County and he will submit that as soon as possible. He is working on an incident management team for the county and a public information officer is in place. Local food banks and public assistance programs have been contacted and they have approximately a 30 day supply based on historic orders.

Commissioner Jones discussed a better communications plan and coordination of resources. She would like to add the county to a pool.

Attorney Davis explained that Tuesday the BOCC signed a proposed order limiting gatherings to 50 people or less however the state health officer has the power to do this and never approved the order. Wednesday the Governor's Office advised the county to contact the State Attorney General's Office regarding a proposed order to limit gatherings to 10 people however after back and forth the Governor ended up putting out an order to close many facilities in the state. The Governor's Order is the only valid one right now and the order the county adopted Tuesday is not valid. She is working with numerous individuals on notifying affected agencies. She reported the Prosecutors Association are anticipating an additional order potentially capping a gathering to 10 people total but they have not seen that officially yet.

Attorney Davis explained that the Governor's Order does not affect the Courthouse however she thought it may be wise for the county to limit contact and require appointments or business be handled through other means like a drop box, phone, e-mail or mail. Ms. Brown also suggested limiting staff by rotation and screening of individuals needing access inside.

Attorney Davis suggested that if the BOCC closes to the public they adopt this by resolution.

Gwynn suggested that each office will have to conduct business differently including some potential curb side service that her office may provide. She asked Ms. Brown if curb side would be better than in person in the building and she agreed.

Commissioner Espy moved to adopt Resolution 2020-12 regarding closure of county offices after legal review. Commissioner Jones seconded and there was discussion if closure would be of county buildings or just county offices. The decision was to include the Courthouse and Carbon Building. The BOCC wanted the resolution effective immediately through April 3 unless the State Health Officer extends the order issued March 19 in which case this motion will follow that time period. The motion carried unanimously.

RESOLUTION 2020-12

LIMITATIONS ON ACCESS TO COURTHOUSE, CARBON BUILDING AND OTHER COUNTY FACILITIES

WHEREAS it is essential that the Carbon County government continue to provide services to the public while minimizing public interaction during this COVID-19 (SARS-COV-2) pandemic crisis as long as possible, rather than the potential of closing down entirely we will conduct regular business solely through mail, email, drop box, curb side services, telephone and by appointment as necessary; and

WHEREAS the reasons for this limitation on access have been set forth in the Carbon County Pandemic Response Plan approved, adopted and signed by the Chairman of the Carbon County Board of Commissioners on March 17, 2020;

IT IS THEREFORE RESOLVED by the Board of County Commissioners in and for Carbon County, Wyoming that it is essential that the Carbon County government continue to provide services throughout this COVID-19 (SARS-COV-2) pandemic crisis, effective March 20, 2020, and continuing until further notice, and that:

Access to the offices, and facilities of Carbon County including the Courthouse and Carbon Building will be limited to conducting regular business with the public by employees, Department heads and elected officials solely through mail, email, drop box, curb side services and telephone, except by appointment wherein the particular Department head or elected official shall determine if face to face contact is necessary to conduct business with any Carbon County office or official unless otherwise noted herein.

IT IS FURTHER ORDERED that the courts will be accessible to the public as determined by the Wyoming Supreme Court and local judges. The Circuit Court and District Court Judges will determine who has access to the Circuit and District Courtroom by Court Order. The Carbon County Clerk of District Court and Circuit Court will remain open to the public and will continue to conduct regular business through mail, email, and telephone, and appointment when face to face contact is necessary to conduct business as determined by the particular court.

The Carbon County Sheriff will continue to operate as deemed necessary by the Sheriff. **IT IS FURTHER ORDERED that all COVID-19 response questions and requests for information are to be directed to the Emergency Management Coordinator at (307)321-1514 or ronbrown@carbonwy. Pertinent public updates will be shared via Facebook.**

BE IT FURTHER RESOLVED that situations involving a pandemic can be unpredictable. More restrictive exceptions may be made to this policy on a case-by-case basis in order to accomplish the mission of Carbon County and to insure the safety of our employees, department heads, and elected officials. This policy shall remain in place until April 3, 2020, unless the State Health's Officer's COVID-19 Order dated March 19, 2020, is extended beyond this deadline, in which case it will remain in conformance with deadlines set by the State Health Officer or any future orders of the State Health Officer in regards to this pandemic.

ADOPTED this 20th day of March, 2020.

BOARD OF COUNTY COMMISSIONERS

-s- John Espy, on behalf of the
Carbon County Board of County Commissioners

ATTEST:

-s- Gwynn Bartlett, County Clerk

EMERGENCY PAID LEAVE COVID-19 POLICY

Clerk Bartlett presented an Emergency Paid Leave COVID-19 Policy for review and Commissioner approval.

Commissioner Jones moved to approve the Emergency Paid Leave COVID-19 Policy subject to legal review effective immediately after signature. Commissioner Moore seconded and the motion carried unanimously.

Attorney Davis reported that the County's recently adopted pandemic plan is written that if there are future needs to limit staff further, to issue press releases or take other action, this can be done by the Chairman alone.

ADJOURNMENT

Commissioner Espy moved to adjourn the meeting at 1:35 p.m. Commissioner Jones seconded and the motion carried unanimously.

A regular meeting of this Board will be held Tuesday, April 21, 2020 at 9:00 a.m. at the Carbon County Courthouse, Rawlins, WY. The public is invited to attend or you can listen online at the website listed below. To get on the agenda, call the Clerk's Office by the Thursday before the meeting. Per Wyo. Stat. §18-3-516(f), access to county information can be obtained at or by calling the Clerk's Office at (307) 328-2668 or 1-800-250-9812.