



**GLADWIN COUNTY
DISTRICT BOARD OF COMMISSIONERS**

401 West Cedar Avenue
Gladwin, Michigan 48624
(989) 426-4821

commissioners@gladwincounty-mi.gov

COMMITTEE OF THE WHOLE

June 8, 2021 9:00 a.m.

Agenda and supporting attachments are subject to change.

1. Public Comments:

2. City Administrator's Report:

3. County Affairs:

1. Gladwin County COVID-19 Preparedness and Response Plan (Amended) – *Interim Administrator Maveal*

4. County Facilities and Transportation:

5. Data:

6. 511 Council:

7. Gladwin Parks and Recreation:

8. Insurance:

9. Memorial Restoration:

10. MERs:

11. Public Safety:

1. Approval of the 2021 Marine Wages – *Sheriff Shea*

12. Personnel:

13. Finance:

1. Request by Troy Rabidue for payment of 120 hours of unused PTO hours per union contract – *Interim Administrator Maveal*
2. Request by Brian Goss for payment of 40 hours of unused PTO hours per union contract – *Interim Administrator Maveal*
3. Request by Kenneth Roberts for payment of 53 hours of unused vacation time per union contract – *Interim Administrator Maveal*

4. Establish Fund 281 for the deposit and use of the American Rescue Plan funds –
Treasurer VanTiem

14. Report from Civil Attorney:

1. County Administrator Update
2. Request to hold an Executive Session to discuss negotiation strategy.
3. Request for an Executive Session to discuss the Amerihemp litigation.

EXECUTIVE SESSION

GLADWIN COUNTY COVID-19 PREPAREDNESS AND RESPONSE PLAN

Amended by Board Action on June ____, 2021

INTRODUCTION

In response to the “new normal” caused by the spread of the novel coronavirus (“COVID-19” or SARS-CoV-2) and to comply with relevant state and local orders, Gladwin County has made the following addendums to their COVID-19 Preparedness and Response Plan that was adopted June 9, 2020. This Plan may be updated, when necessary, based on the issuance of local, state, and federal orders or guidance related to COVID-19. This Plan is available on gladwincounty-mi.gov for public and employee resources.

SAFE WORK PRACTICES – ADMINISTRATIVE CONTROLS

Phased Approach and Remote Work

The safety of its employees and visitors is Gladwin County’s top priority.

Gladwin County will continue to provide training and /or notifications to all employees as it becomes available. Gladwin County will follow all guidelines provided by the CDC and local Health Department.

When governmental directives prohibit nonessential employees from in-person work, those employees will be allowed to work remotely to the extent their job duties allow; specifically State Court Administrative Office’s directive to Court Employees. Additionally, employees who may have been exposed to COVID-19 as a result of a family member’s profession (such as a spouse working in the medical field), may be allowed to work remotely as well, with the approval of their direct supervisor only during the length of recommended quarantine.

Notice of Return to Office

Gladwin County has provided notice to their employees that remote work options ended on May 24, 2021. Court employees will follow the direction of the State Court Administrative Office based on the “phase” their region has been given.

If you have concerns regarding your return to the office, let the Human Resources/Administration Office know. Gladwin County will keep confidential the information you share.

Personal Protective Equipment (“PPE”)

While no longer mandated by the MDHHS or MIOSHA for fully vaccinated employees (2 weeks have passed after receiving the final dose of an FDA-approved or authorized COVID-19 vaccine), Gladwin County will provide PPE items designed to ensure employee safety. PPE available to staff includes face masks, face shields, goggles, and gloves. Hand sanitizer, including touchless hand sanitizing units and disinfectant wipes, will also be provided and made available to employees. Please see the Administration Office to request these supplies.

Gladwin County will strictly enforce all employee safety measures as recommended by the Centers for Disease Control and Prevention (“CDC”). In addition, unvaccinated employees will wear face masks in offices and cubicles when more than one employee is present and when social distancing (six feet of separation) cannot be maintained.

Reporting of Unsafe or Unsanitary Conditions

A safe workplace for everyone is critical. Employees are expected to immediately report unsafe or unsanitary conditions to the Maintenance Supervisor or the Administration Office.

BASIC INFECTION PREVENTION MEASURES

Hygiene

Gladwin County instructs employees to wash their hands frequently, to cover their coughs and sneezes with tissues, and to avoid touching their faces. Gladwin County will provide employees with access to hand sanitizer, tissues, and trash receptacles.

Cleaning and Disinfecting

Increased cleaning and disinfecting of work surfaces and equipment will be performed daily. Gladwin County will provide employees with access to disposable antiseptic or alcohol-based disinfectant wipes for cleaning any commonly used surfaces before each in accordance with the latest CDC guidance.

In the event an employee that has been in the workplace in the past 14 days tests positive for COVID-19, Gladwin County will undertake appropriate cleaning and disinfecting measures based on its consultation with the local Health Department trained in disinfecting for COVID-19.

Social Distancing

Employees who have not been vaccinated are to abide by social distancing guidelines, i.e., at least six feet from everyone, as much as possible. When unvaccinated employees are unable to maintain social distancing, PPE must be worn.

ADDITIONAL WORKPLACE PROTECTIONS – ENGINEERING CONTROLS

Facility Assessment

Gladwin County will continue to comply with the latest CDC guidance with regard to proper cleaning and disinfecting.

Physical Barriers. Gladwin County has determined, based upon the current office configuration, that there is no need for additional barriers such as sneeze guards or Plexiglas partitions. The Court Offices must comply with direction from the State Court Administrative Office on any barrier standards required.

Signage. Gladwin County has included in this policy a variety of signs to provide visual indicators of how employees and others who are in the office are to conduct themselves. Signs include:

- Maintain social distancing of 6’ between individuals (for unvaccinated individuals)

- Please wear a face mask upon entry (if unvaccinated)
- Proper hand washing techniques
- How to stop the spread of germs
- COVID-19 prevention measures

Visitors

Gladwin County has opened their lobby and offices to outside guests and agencies. Signage has been posted for the requirements of face coverings. Gladwin County will make PPE available to unvaccinated visitors which they will be required to wear.

Working with Insurance Companies and State and Local Health Agencies

Gladwin County will work with applicable insurance companies and state and local health agencies to provide information to workers and members regarding medical care in the event of a COVID-19 outbreak.

Following Existing OSHA/MIOSHA Standards

Gladwin County will adhere to all applicable existing OSHA/MIOSHA standards and requirements.

PROMPT IDENTIFICATION AND ISOLATION OF SICK INDIVIDUALS

Employee Screening Before Entering the Workplace

Employees are to report promptly any symptoms of COVID-19 to their managers or to the Administration Office and Human Resources Director by self-monitoring for symptoms as outlined below.

Self-Monitoring for Symptoms

Gladwin County strongly encourages employees to self-monitor for signs and symptoms of COVID-19 daily and prior to reporting for work. Coughing, shortness of breath, and difficulty breathing are common symptoms of COVID-19. The CDC has also advised that other symptoms include fever, chills, repeated shaking with chills, muscle pain, headache, diarrhea, sore throat, and new loss of taste or smell.

PROCEDURES FOR REPORTING ILLNESS

Suspected Cases

An employee will be considered to have a Suspected Case of COVID-19 if:

- They are experiencing any of the following symptoms:
 - Fever;
 - Shortness of breath;
 - Continuous cough;
 - Chills;
 - Repeated shaking with chills;
 - Muscle pain;
 - Headache;

- Diarrhea;
 - Sore throat; and/or
 - New loss of taste or smell.
- They are unvaccinated and have been exposed to a COVID-19 positive person, meaning:
 - An immediate family member has tested positive for or exhibited symptoms of COVID-19; or
 - In the last 14 days, the employee came in close contact with someone who has tested positive for COVID-19.

If an employee believes they qualify as a Suspected Case, they must:

- Immediately notify supervisor and/or the Administration Office and Human Resources in person or via telephone, text message, or email;
- Self-quarantine for 10 days provided employee does not develop any symptoms or clinical evidence of COVID-19 infection, and daily symptom monitoring continues through day 14 after exposure; and
- Seek immediate medical care or advice.

If an employee qualifies as a Suspected Case, Gladwin County will:

- Notify all employees who may have come into close contact (being within approximately six feet for a prolonged period of time without PPE) with the employee in the past 14 days (while not disclosing the identity of the employee), and allow those employees to work from home as they monitor for COVID-19 symptoms; and
- Ensure that the employee's work area is thoroughly cleaned.

Confirmed Cases

Gladwin County will consider an employee a Confirmed Case of COVID-19 if the employee has been performing in-person operations at the office in the past 14 days and that person tested positive for COVID-19.

If an employee believes they qualify as a Confirmed Case, they must:

- Immediately notify supervisor and/or Administration Office and Human Resources in person or via telephone, text message or email;
- Remain out of the workplace until cleared to return to work.

If an employee qualifies as a Confirmed Case, Gladwin County will:

- Notify all employees who may have come into close contact with the employee (being within approximately six feet for a prolonged period of time without PPE) in the past 14 days (while not disclosing the identity of the employee to ensure the individual's privacy) and allow those employees to work from home as they monitor for COVID-19 symptoms;

- Ensure that the entire workplace, or affected parts thereof (depending on employee's presence in the workplace), is thoroughly cleaned and disinfected;
- If necessary, close the work area or workplace, until all necessary cleaning and disinfecting is completed; and
- Communicate with employees about the presence of a confirmed case, our cleaning/disinfecting plans and when the workplace will reopen.

Gladwin County will permit employees to return to work provided that 72 hours have passed since recovery (defined as resolution of fever without the use of fever-reducing medication and improvement in respiratory symptoms) and ten (10) days have passed since symptoms first appeared. Gladwin County will not discharge, discipline, or otherwise retaliate against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.

CORRECTIVE CONTROLS

Gladwin County will communicate controls governing facility access by posting visual indicators throughout the building and outside at ingress points.

ADMINISTRATIVE CONTROLS

Chief COVID-19 Officer

Gladwin County has designated the Administration Office and Human Resources Director as its Chief COVID-19 Officer.

The Chief COVID-19 Officer will: (1) work with management to cross-train employees to perform essential functions so the workplace can operate even if key employees are absent; (2) identify alternate supply chains for critical goods and services in the event of disruption; and (3) develop an emergency communication plan to communicate important messages to employees and members.

Worksite Supervisors

Gladwin County has designated all Department Heads and Elected Officials as Worksite Supervisors who will implement, monitor, and report on the COVID-19 control strategies developed under this Plan.

Employee Training

Gladwin County has provided training materials to employees related to COVID-19, which will address the following topics (appendix F):

- Symptoms of COVID-19.
- How COVID-19 is transmitted from person to person and distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.
- Steps the worker must take to notify Gladwin County Administration of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.

- Measures that the facility is taking to prevent worker exposure to the virus, as described in this plan.
- Rules that the worker must follow to prevent exposure to and spread of the virus.
- The use of PPE, including the proper steps for putting it on and taking it off.
- Proper hand washing techniques.
- How to report unsafe working conditions.
- How employees may obtain the FDA-approved or authorized COVID-19 vaccines.

MANAGING EMPLOYEES' ANXIETY ABOUT RETURNING TO THE WORKPLACE

Employees may have anxiety about returning to the workplace and/or working with coworkers, members, and service providers. Following are tips to for adjusting back into the workplace:

- Do everything you can to protect yourself from getting sick. Taking the following steps may help you feel more in control, while also helping to prevent the spread of infection:
 - Wash your hands frequently with warm, soapy water for at least **20 seconds**.
 - Wear a face mask or coverings covering your nose, mouth, and chin.
 - Avoid touching your face, eyes, and mouth.
 - Stay six feet away from others when possible.
 - Clean frequently touched surfaces. Custodial staff is also conducting increased cleaning and disinfecting.
 - Stay home when you are sick or not feeling well. Utilize your Gladwin County provided leave time unless you qualify for leave time under the Family First Coronavirus Response Act. Please speak to Administration on how/if you qualify for FFCRA leave time.
- Make sure you are getting a good night's sleep. While this may seem simple, getting enough sleep can make an incredible difference in our mood and amount of anxiety we have during the day.
- Eat nutritious meals and make time for exercise; daily walks can do wonders for promoting a feeling of calm and well-being.
- Remember it is okay and normal to feel anxious. There is nothing wrong with feeling anxious about change and uncertainty as it is common to have these feelings during a time like this.

CERTIFICATION BY EXECUTIVE DIRECTOR

I have reviewed the Gladwin County COVID-19 Preparedness and Response Plan and certify to the best of my knowledge and belief that:

1. It complies with Michigan Department of Health and Human Services Epidemic Orders of October 9, 2020, October 21, 2020, October 29, 2020, November 18, 2020, and May 24, 2021.
2. It is consistent with the guidance from U. S. Department of Labor, Occupational Health and Safety Administration publication OSHA 3990-03-2020, *Guidance on Preparing Workplaces for COVID-19*, and Michigan Occupational Health and Safety Administration *MIOSHA Emergency Rules for Coronavirus Disease 2019 (COVID-19)*.

3. I have identified Laura Brandon-Maveal, Interim County Administrator and Human Resources, as the Gladwin County Chief COVID-19 Officer.
4. The plan is available on Gladwin County's website, www.gladwincounty-mi.gov, and at the Administration Office, 401 West Cedar Avenue Gladwin, Michigan 48624, where in-person operations take place during the COVID-19 emergency.

Karen Moore, Chairperson
Gladwin County Board of Commissioners
June 8, 2021

**APPENDIX A
GLADWIN COUNTY EMPLOYEE
COVID-19 SCREENING FORM**

In order to access the buildings of Gladwin County, I affirm:

_____ I do not have a fever (100 degrees F or 37.8 degrees C), cough, shortness of breath, sore throat, chills, shaking with chills, muscle pain, headache, diarrhea, or a new loss of taste or smell.

_____ I have had no close contact in the last 14 days with someone with a diagnosis of COVID-19. The CDC defines close contact as being within approximately 6 feet of a COVID-19 case for a prolonged period of time. Close contact can occur while caring for, living with, visiting, or sharing a healthcare waiting area or room with a COVID-19 case; or having direct contact with infectious secretions of a COVID-19 case (e.g., being coughed on)

_____ I have not traveled internationally or on a cruise ship in the last 14 days.

_____ I further affirm that if I answer "yes" to any of the above screening questions, I am excluded from accessing the Gladwin County buildings until:

- 3 days with no fever and 10 days since symptoms first appeared.
- 10 days following close contact with a diagnosed case of COVID-19 and provided I have not developed any COVID-19 symptoms and daily symptom monitoring will continue through day 14 after last exposure.
- 14 days following travel.

_____ I will wear a face covering while in any public spaces within the Gladwin County buildings and comply with all other COVID-19 protocols set forth in Gladwin County's COVID-19 Preparedness and Response Plan unless I am fully vaccinated (two weeks have passed after receiving the final dose of an FDA-approved or authorized COVID-19 vaccine).

_____ Date

_____ Employee Name (print)

_____ Employee Signature

Time In: _____

Time Out: _____

APPENDIX B

COVID-19 VISITOR HEALTH SCREENING FORM

In the past 24 hours, have you experienced any of the following symptoms:

- _____ An atypical cough
- _____ Atypical shortness of breath

Or at least two of the following:

- _____ Fever of 100 degrees F or 37.8 degrees C, or above
- _____ Chills/Repeated Shaking
- _____ Muscle Pain
- _____ Sore Throat
- _____ Headache
- _____ New or Loss of Taste or Smell

If the visitor answered “yes” to any of the symptoms listed above, visitor is not permitted access to the premises. Visitor handed CDC Handout: Sick with COVID-19 Fact Sheet.

In the past 14 days have you:

- _____ Had close contact (within six (6) feet for a prolonged period of time) with someone with a diagnosis of COVID-19?
- _____ Traveled internationally?

If visitor answered “yes” to either of these questions, visitor is not permitted access to the premises.

- _____ Visitor is required to wear a face covering while in any public spaces within the Gladwin County buildings unless fully vaccinated (2 weeks have passed since final dose of an FDA-approved or authorized COVID-19 vaccine) and will comply with all COVID-19 protocols set forth in Gladwin County’s COVID-19 Preparedness and Response Plan.

Gladwin County employee informed visitor (s)he was ___ allowed or ___ not allowed into the building.

Date: _____ Visitor Name (print): _____

Employee Name: _____

APPENDIX C

SIGNS FOR BUILDINGS

Spectrum Health employer resources provided these signs that can be posted at building entrances and inside workplaces.

<https://www.spectrumhealth.org/covid19/employer-resources>



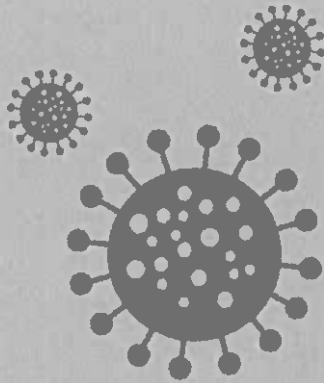
Only Enter This Building If You:

- **Are a healthy visitor**
- **Have an appointment**
- **Are a company employee**

All others:

If you have COVID-19 symptoms, please contact a health care provider.

If you have severe or life-threatening symptoms, please call 911 and proceed to the nearest emergency department.



Keeping Michigan Informed

Novel Coronavirus 2019 (COVID-19)

Symptoms



FEVER



COUGH



BREATHING DIFFICULTY

Prevention—Start With Washing Your Hands



WET HANDS



LATHER



SCRUB: 20 SECONDS

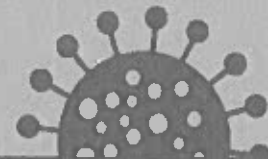


RINSE



DRY HANDS

- Washing your hands often with soap and water for 20 seconds is one of the easiest and most effective ways to prevent the spread of germs
- Avoid contact with people who are sick
- Cover your cough and sneeze with tissue
- Avoid touching eyes, nose and mouth
- Clean and disinfect surfaces and objects frequently
- Stay home when you are sick, except to get medical care



Seeking Care

Call your doctor if you experience symptoms, or our COVID-19 hotline at **616.391.2380** to schedule a free virtual screening.*
If your symptoms are life-threatening, call 911.

**Free screening available for all individuals in the state of Michigan.*

For more information visit spectrumhealth.org/covid19.

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HOW TO DO SOCIAL DISTANCING



**NO
HANDSHAKES**



**KEEP YOUR DISTANCE
6 FEET**



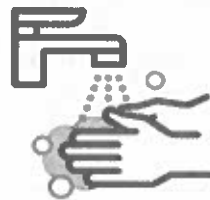
**WORK
REMOTELY**



**AVOID
CROWDS**

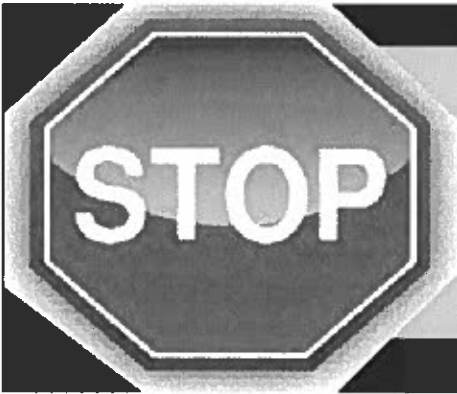


**WHEN SICK
STAY HOME**



**WASH YOUR
HANDS**

IN THE WORKPLACE



IMPORTANT
Please Read
Before You Continue

KEEP YOUR DISTANCE



**AVOID
TOUCHING AND
CROWDS**



**WASH YOUR
HANDS FOR 20
SECONDS WITH
SOAP**



FACILITY GUIDELINES

**FACE MASKS
REQUIRED**



**UNLESS
YOU ARE FULLY
VACCINATED**

APPENDIX D
OTHER RESOURCES

Michigan Department of Labor and Economic Opportunity website:

<https://www.michigan.gov/leo/0,5863,7-336-100207---,00.html>

Michigan Department of Health and Human Services (MDHHS) website:

https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98455-533660--,00.html

Occupational Safety and Health Administration website: www.osha.gov

National Institute for Occupational Safety and Health website: www.cdc.gov/niosh

Centers for Disease Control and Prevention website: www.cdc.gov

Helpful CDC Guidance:

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

CDC Handwashing Fact Sheet:

<https://www.cdc.gov/handwashing/pdf/hand-sanitizer-factsheet.pdf>

CDC Fact Sheet and Poster on Preventing the Spread of Germs:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs-11x17-en.pdf>

CDC Fact Sheet on What to Do if You Are Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet.pdf>

CDC Poster for Entrance Reminding Employees Not to Enter When Sick:

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stayhomefromwork.pdf>

CDC Guidance on Reopening Businesses:

<https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>

APPENDIX E

WORKSITE SUPERVISORS COVID-19 CONTROL STRATEGIES TO BE MONITORED

In accordance with MIOSHA Emergency Rules for Coronavirus Disease 2019 (COVID-19), all businesses must designate worksite supervisors who are responsible for implementing, monitoring, and reporting on COVID-19 control strategies. A worksite supervisor may designate other employee(s) to perform the supervisory role.

GLADWIN COUNTY COVID-19 Control Strategies Worksite Supervisors will:

1. Observe employees and others for symptoms of COVID-19, including fever, shortness of breath, continuous cough; or two of the following symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, diarrhea, sore throat, or new loss of taste or smell.
2. Immediately isolate employees or visitors displaying symptoms of COVID-19, by sending the employee home or directing the visitor to leave the building.
3. If an individual displays symptoms of COVID-19, inform the Administration Office and Human Resources Director (Chief COVID-19 Officer) or, in her absence, the Board Chairperson, who will notify all employees of a possible suspected case.
4. Ensure employee and visitor screening takes place before entering the office.
5. Ensure that visitors only access areas for which they have been authorized.
6. Ensure the use of PPE, i.e., a face mask or face shield, when entering and exiting the building and while in enclosed public spaces for individuals who are not fully vaccinated (2 weeks have passed after receiving the final dose of an FDA-approved or authorized COVID-19 vaccine).
7. Ensure social distancing of six feet or more between employees and others in the building for those who are unvaccinated. When this cannot be achieved, unvaccinated individuals will wear PPE (face mask).
8. Monitor for frequent hand washing and use of hand sanitizer.
9. Ensure the use of disinfecting wipes to clean frequently touched surfaces.
10. Encourage employee reporting of unsafe working conditions to any manager or director.

APPENDIX F

EMPLOYEE TRAINING

Gladwin County is considering the links listed below as proper training as required under state executive orders. To view the training video, right-click on the corresponding hyperlink (i.e. <https://www.youtube.com>), and select "Open Hyperlink."

1. Symptoms of COVID-19, including routes by which the virus causing COVID-19 is transmitted from person to person and distance that the virus can travel in the air, as well as the time it remains viable in the air and on environmental surfaces.

<https://youtu.be/lQvhoFMdXJo>

2. Steps the worker must take to notify Gladwin County of any symptoms of COVID-19 or a suspected or confirmed diagnosis of COVID-19.

See pages 3-5 of this Plan.

3. Measures that the facility is taking to prevent worker exposure to the virus, as described in this plan.

See Safe Work Practices, Basic Infection Prevention Measures, and Corrective and Administrative Controls in this Plan.

4. Following are rules employees must follow in order to prevent exposure to and spread of COVID-19:

- A. Stay home if you are sick or experiencing symptoms of COVID-19.
- B. Monitor yourself for symptoms of COVID-19; e.g., temperature taking, atypical cough, loss of taste, etc. (see page 9).
- C. Stay away from sick people.
- D. Self-quarantine for 14 days when traveling internationally or following travel by cruise ship.
- E. Wear personal protective equipment (PPE) while working in enclosed public spaces unless fully vaccinated (two weeks have passed after receiving the final dose of an FDA-approved or authorized COVID-19 vaccine).
- F. Wash hands frequently for 20 seconds using warm water and soap, thoroughly clean backs and palms of hands, between fingers and across fingertips.
- G. Use hand sanitizer.
- H. Clean and sanitize frequently touched surfaces such as door handles, keypads, counters, etc.
- I. Avoid touching your face.
- J. Cover your coughs and sneezes with tissues and properly dispose of used tissues in trash receptacle.
- K. Do not shake hands with others.

- L. Practice social distancing, staying six feet or more away from others unless fully vaccinated (two weeks have passed after receiving the final dose of an FDA-approved or authorized COVID-19 vaccine).
 - M. Report unsafe working conditions to your manager or to the Administration Office and Human Resources.
5. The use of PPE, including the proper steps for putting it on and taking it off:

<https://youtu.be/MA9CC-OfBV8>

6. Proper hand washing techniques:

<https://youtu.be/lisgnbMfKvI>

7. How to report unsafe working conditions.

See page 2 of this Plan.

8. Where employees may obtain an FDA-approved or authorized COVID-19 vaccine:

<https://www.vaccines.gov/>

<https://www.vaccines.gov/results/?zipcode=48154&medications=779bfe52-0dd8-4023-a183-457eb100fccc,a84fb9ed-deb4-461c-b785-c17c782cf88b,784db609-dc1f-45a5-bad6-8db02e79d44f&radius=25>

Or call the **COVID-19 Hotline at 888-535-6136** (press 1) 8 a.m. to 5 p.m., Monday-Friday, 8 a.m. to 1 p.m., Saturday and Sunday.

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The Families First Coronavirus Response Act (FFCRA or Act) requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

► PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅓ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

► ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.*

► QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to telework, because the employee:

- | | |
|---|---|
| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
|---|---|

► ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:

1-866-487-9243

TTY: 1-877-889-5627

dol.gov/agencies/whd



WH1422 REV 03/20

2021 Marine Wages

Ed Logsdon	\$16.00
Grant Maveal	\$14.00
Fred Shaver	\$12.00
Caileen Merrell	\$13.00
Michelle Schuss	\$13.00

Submitted 05-24-2021 Ed Logsdon, Marine Patrol Director



GLADWIN COUNTY SHERIFF'S OFFICE

MICHAEL SHEA
SHERIFF

501 WEST CEDAR AVENUE • GLADWIN, MI 48624
PHONE (989) 426-9284 OR 1-800-553-0911
FAX (989) 426-1173

RAY HARTWELL
UNDERSHERIFF

To: Sheriff Shea
Laura Brandon-Maveal
From: Lt. Troy Rabidue
Date: 6/1/21
Subj: P.T.O. Payout

I am respectfully requesting to be compensated for one hundred twenty (120) hours of non-used P.T.O. time. I am submitting this correspondence to you in accordance with Article XIII Section six (6) P.T.O. Payout of the Legal Labor Agreement between the Sheriff's Command Unit and Gladwin County the Employer. Please contact me if you have any questions.

Thank You,

Lt. Troy Rabidue

\$3532.80 101-301-704.001



Gladwin County Sheriff's Office

Sheriff M. Shea

501 W. Cedar Ave. Gladwin, Mi. 48624

Undersheriff R. Hartwell

Telephone (989) 426-9284

FAX: (989) 426-1173

Date: Friday, May 21, 2021

To: Sheriff Shea, Sue Walker, and Administrator Brandon-Maveal

From: Deputy Goss

Reference: Paid time off pay out request.

I would like to request a pay out of 40 hours of paid time off. Thank you in advance for your time and consideration in this matter.

Respectfully,


Deputy Goss

\$991.20 101-316-705.00



COUNTY OF GLADWIN

OFFICE OF VETERANS AFFAIRS

555 W. Cedar Avenue Gladwin, Michigan 48624

Phone: (989) 426-4891 Fax: (989) 426-4182

vadirector@gladwincounty-mi.gov

May 28, 2021

To Whom It May Concern:

Pursuant to our union contract, I am requesting to cash out my unused vacation time of 53 hours upon my anniversary date of June 24, 2021.

Kenneth Roberts

Director, Gladwin County Office of Veterans Affairs.

\$ 1181.90 101-682-703.000

GLADWIN COUNTY
JOURNAL ENTRY
JE: 90009698

Post Date: 05/25/2021
Entry Date: 05/25/2021
Description: CORRECT AMERICAN RESCUE PLAN FUND #

Entered By: CHRISTY
Journal: JE

GL #	Description	DR	CR
369-000-528.000	FEDERAL GRANT REVENUE	2,471,585.00	
369-000-001.000	CASH-BUILDING AUTHORITY		2,471,585.00
281-000-001.000	CASH - AMERICAN RESCUE PLAN	2,471,585.00	
281-000-528.000	FEDERAL GRANT REVENUE		2,471,585.00
	Journal Total:	4,943,170.00	4,943,170.00

APPROVED BY:



Laura Brandon-Maveal

From: Christy VanTiem
Sent: Tuesday, May 25, 2021 1:53 PM
To: Laura Brandon-Maveal
Subject: ARP FUND
Attachments: ARP000.pdf

Laura,

After working with BSA this morning to see if we could correct a bank code within fund 369 which was already established, we found that we could not correct it. BSA suggested that we create a new FUND. In further checking the SOM is suggesting that we use fund # 285-287 or something close to that. All fund numbers within that range are used so closest I could get was going with FUND 281. Attached please find journal entry to establish FUND 281 – American Rescue Plan.

Could you put this on the agenda as correspondence, so the board is aware of the change and have them give their blessing to it.

Thank you,

Christy Van Tiem, CPFIM

Gladwin County Treasurer
401 West Cedar Avenue
Gladwin, MI 48624
(989)426-7251

Memo

To: Gladwin County Board of Commissioners

From: Jaynie Hoerauf

June 3, 2021

Re: Hiring Administrator: Community Leaders' Advice

Per your request, I have recruited an array of community leaders to advise the Commissioners on moving forward with hiring of a County Administrator. In the interest of getting you a report in early June, rather than later, I recruited the following individuals:

- Heath Kaplan, City Manager, City of Beaverton
- Julie Shearer, retired, city and school finance in Gladwin County
- Scott Govitz, Associate VP, Workforce and Economic Development, MMC
- Bob Balzer, Director, Gladwin County EDC
- Rick Seebeck, Superintendent Gladwin Community Schools
- Dawn Tanner, Director Talent Management Mid Michigan College

This selection gave us an array of viewpoint from the schools, business, city, finance, human resources, and decades of real-world administrative and government experience.¹

Ms. Tanner reduced the job description that we advertised to a scoring rubric. The scoring rubric and packet of resumes was circulated to the group.

Short Advice: The experienced group of Gladwin community leaders respectfully submit that the Commissioners should invest in long-term success and harmony by investing county resources in hiring a consultant to assist in creating the structures and function within the county, accomplishing the reorganization desired by Commissioners, to set the new administrator up for success when ultimately hired.

The concurrence is as follows:

- Any administrator hired for Gladwin County will be asked to create the structures desired by Commissioners, that provide for efficient administrator to serve the public, where no centralized functions have ever existed.

¹ This is a nonpartisan task. To that end, the people selected were selected on account of their expertise and experience, depth of community involvement, and with no consideration of any political agenda. As a Clare County person, I neither know, nor care, what political camp, or clique anyone belongs to. Given that the county voted overwhelmingly for Republicans last election, the are statistically likely to be Republican voters, but politics was not a consideration here and should not be.

- The task will require a candidate with a combination of formal education and experience to know what functions or structures are missing within Gladwin County, needed to operate effectively, and will reorganize the way that the County is now operating. The task will be to:
 - Assess the main functions of government.
 - Assess the structures now existing within the county.
 - Match the two together to provide a culture of providing the best possible services to county residents and businesses.
 - None of these are small, incremental changes.
 - The changes required, will require that the individual have a combination of the formal training and experience to know what is needed.

- The administrator hired will, as a necessity, have as a major part of their activities, to educate everyone, including the Commissioners as to how the County can run even better with reorganization. As an example, some of the activities now undertaken in the Committee of the Whole are administrative functions that would likely move to the administrator's tasks.

- When professional reorganization is undertaken, several things will be occurring:
 - Everyone in the County will be learning.
 - There will be much change.
 - Some positions' functions will change dramatically.
 - Feathers will be ruffled and dust kicked up in the process, by necessity.
 - Some of us are better at change than others. The same will be true of the Gladwin County's workforce.

- In the group's experience, it is unlikely that whoever is hired for this task will be able to remain in the county's employ long-term, because enough dust will be kicked up, that the individual can expect a shorter-term tenure. The group hopes that this process will extend their employment, by setting them up for success, by putting in place mechanisms and decisions that everyone is aware of, ahead of time. The administrator that you ultimately need long-term is unlikely to be the administrator or consultant that assists you with the reorganization of county government with the aim to serve the public well.

- Buy-in by the Commissioners, and elected co-employers, elected officials at the county will be essential, for success, in order to avoid the process failing. It is possible that those who will inevitably resist change will approach the Commission as a means of resistance, or resist politically.
- The Commission should not compromise its ultimate goals. A consultant to do the above functions, would pave the way for success for the long-term administrator ultimately hired, and prevent a series of failures as individuals are hired for an administrator position that has not been properly prepared.
- The investment necessary for this process would be an investment in the long-term success of the County as a whole, saving time and resources long-term.
- Hiring a consultant to direct the reorganization and create administrative structure will spring-board the county forward, by providing a good road map for the ultimate long-term administrator to be hired. This is a different prospect than hiring a search agency to hire an administrator. The advice is that the county hire a consultant to create the administrative procedures and structures within the county, that will shape the office of administrator going forward.
- The County is financially positioned well, at this time, to make this investment, given financial room to do it by the receipt of COVID relief funds. The group believes that this would be a wise investment for long-term savings.