



CLEVELAND COUNTY BUDGET BOARD EMERGENCY MEETING

MINUTES

MONDAY, MARCH 16, 2020

Meeting the requirements of an Emergency as defined in 25 O. S §304.5 Chairman Harold Haralson called the Emergency Meeting of the Cleveland County Budget Board to order this 16th day of March 2020, in conference room 200 of the Cleveland County Office Building, 201 South Jones, by Chairman Harold Haralson. Linda Atkins, Deputy County Clerk/Secretary, called roll and those present were:

Harold Haralson, Chairman
Jim Reynolds, Vice-Chairman
Tammy Belinson, Secretary, was absent at roll call but entered shortly thereafter.
Rod Cleveland, Member
Sheriff Todd Gibson, Member
Darry Stacy, Member
Douglas Warr, Member
Marilyn Williams, Member

Others present were: Assistant District Attorney Jim Robertson, Assistant District Attorney Nate Hales, Linda Atkins, Alison Vinson, Brian Wint, Lori Fisher, Jerry Vinson, Bryan Jenkins, Melinda Duke, Melissa Nies, Shannon Largent, Terri Morrow, Daniel Thatcher, Chief Deputy Jacob Wheeler, Susan Reese, Stephanie Jackson, Earl Cox, Joy Hampton, Jacob McHughes, George Mauldin, and John Roberts.

A. Items of Business:

1. Chairman Haralson called for Budget Board members' discussion and/or action on **COVID-19**. He asked that George Mauldin, Emergency Management Director, to provide a status report.
George Mauldin said that he will start with a report from the Health Department sent out this morning. There are now ten positive cases in the State of Oklahoma. One case each in Cleveland, Jackson, Kay, and Payne Counties; two in Oklahoma County and three in Tulsa County. That number may rise in the days ahead because of the case that occurred through a local transmission and is unrelated to travel. He said if they are getting community transmission then it is increasing the possibility of more cases in Cleveland County. Nationwide, the number is at 4,165 and 71 deaths. Forty-two deaths occurred in Washington, mostly related to a nursing home being exposed to the virus. Data is still coming in from China reporting 9,848 active cases. The CEC is saying that any gatherings of fifty (50) or more should be canceled for up to

eight (8) weeks and added that will affect the Cleveland County Fairgrounds. He shared a document that outlines how the virus spreads within a distance of six (6) feet. He said that this may or may not go away in the summertime. Hopefully, it will be like the seasonal flu. A need presents itself to limit large gatherings and many activities will be canceled. Gatherings are limited to essential personnel only and limit on work-related travel. Health Checks for those entering the building is a consideration if someone is coughing and hacking. Staff working at home is very feasible. Court Clerk staff is eliminated, but some offices can do a great percentage of their work from home. He said that Jerry Vinson from the IT Department can answer any questions regarding employees working at home. In some cases people aren't able to work from home. These precautions may help to keep the Courthouse open. The upcoming Jury Docket is canceled to dramatically decrease the number of visitors to the building.

Discussion was had as to closing the County Gym and it was decided it is not an issue at this time. George Mauldin said there are not a lot of people in there at one time and as long as everyone cleans up after themselves it should be fine.

Douglas Warr asked if an employee tests positive for the virus will the entire office go on shutdown.

George Mauldin said that the office would be quarantined if needed.

Chairman Haralson wanted to know at what level is practical to work at home.

George Mauldin responded by saying they should do it now because of the multiple cases in Cleveland County.

Darry Stacy said that IT should postpone other projects and focus on this situation. He needs to know how the decisions made by the BOCC will impact all of the county offices.

George Mauldin said the leadership of each office should come up with a plan and offered his assistance.

Darry Stacy asked that they all consider how much public interaction is necessary while forming a strategy.

Marilyn Williams said that should it become necessary the supervisors would run the office.

George Mauldin recommended staggering the employees so that not everyone is exposed at the same time or rotates in teams.

Douglas Warr said he is asking for clarification on when to start formulating a plan.

Darry Stacy said that it is up to him to make that decision and added they can pick up pointers from each other on how to do things.

Jim Reynolds discussed what they are doing in the Treasurer's Office.

Joy Hampton said that she is working with John Roberts to send something out concerning the steps the county is taking in managing the situation.

Jim Reynolds said that their plan is to eliminate public interaction as much as possible and the employees practice extreme hygiene by not touching anything and stay at their desk. He said that half of his people will soon work from home and do some rotations. Weekly rotations instead of daily rotations are planned. They will exercise an outreach of encouragement and appreciation to veterans and others while they are at home by writing cards. Approximately 1,000 cards were purchased for that worthy project to reach into the community.

Darry Stacy asked Jim Reynolds how much public interaction they have weekly. Jim Reynolds said the property taxes can be paid at the window which is due by the 31st of March and added that very few come inside to pay. They stand in the foyer and pay at the window. He said most of the business conducted is handled at the window. Other offices come inside to drop off something and that will change to lower the risk of exposure. The mail will be boxed up and dated and opened at a later date to allow the contamination risk to lower.

George Mauldin said the virus lives only a number of hours on porous material.

Jim Reynolds said they were not aware of that fact and will feel more confident in opening the mail.

Darry Stacy said that the Treasurer's staff can do all business through the window and the foyer.

District Judge Lori Walkley said that the Order is done, Judge Balkman signed it. Three different Orders were issued to restrict all judicial matters to lower their exposure risk in their area. All Jail trials will be handled through video conferencing. They will make arrangements to have less presence in the building by rescheduling their arraignments to totally shutting it all down.

Chairman Haralson asked Earl Cox, Building Maintenance Supervisor, to address the cleaning aspect of the buildings.

George Mauldin said that Governor Kevin Stitt has said that schools will still provide take away meals. The grocery stores are not to shut down no matter what and will open up earlier to allow elderly people to shop. Concerns over the Open Meetings Act will be addressed at some point. More news concerned that COVID-19 testing is underway and cautioned that all **elderly** employees should stay home.

Concerning the new maintenance person that was hired to wipe things down; Jim Reynolds asked how much time it will take to make a total sweep of the building. George Mauldin said that she started work this morning and did not have an answer to that question.

Earl Cox, Building Maintenance Manager, said that Blue Box is a company that comes in to take care of air handlers and added that the COVID-19 has them behind schedule, but they plan to clean the air handlers by the 31st of March, 2020.

Darry Stacy said that Brian Wint, Projects Manager, is in contact with a company that comes in and sprays. They have ultraviolet robot machines that go around and sanitizes as well as these.

Chairman Haralson asked Jim Robertson, Assistant District Attorney, to comment on the legal aspect of sick leave.

Assistant District Attorney Jim Robertson said that the County never pays an employee to go home and sit. There has to be some type of job responsibilities at home. If they are staying at home due to illness, then that is taken case by case under the scrutiny of the elected official.

Douglas Warr, County Assessor, said this is a busy time of the year for his office. He said that some of the exemptions are on-line and can be filed. He said that they may set a table at the front to wait on customers. Some of the things they do are very time sensitive. Customers expect the Plats to be done instantly, but in some cases, they can hold off doing that until later in the year. Equalization Tax Protests are filed during this time of the year. Fortunately, there is a State Statute that allows telephone conference hearings.

Tammy Belinson, County Clerk, said that many in her office can work from home and some will have to come in to do the filings.

Election Board Secretary Bryant Rains said that he cannot think of a thing that can be done from a distance. Everything they do comes from the State Election Board. The legislatures are having a meeting tomorrow with all seventy-seven (77) County Election Board Secretaries to address these issues and will know more after that meeting.

After a brief discussion, it was noted that the Farmers Market and other events at the Fairgrounds are on hold for the time being.

Darry Stacy said that he appreciates George Mauldin for putting together the plan and stated that Cleveland County should go to Level 4 back. The County should cancel all non-essential travel, because it makes perfect sense to move forward with most of the plan at this point.

Sheriff Todd Gibson discussed his plans for his department and encouraged video arraignment and stated that the Judges are already on top of that. They will postpone all Sheriff Sales and all civil operations except for victim protection orders. He is looking at which staff members can work at home. One employee is coming back from a cruise and will have to burn more time off because of a 14-day isolation to come back regardless if he wants to or not just out of an abundance of caution. All public are restricted coming into the building through the west entry area and exit through the west doors.

Chairman Haralson said that he has instructed the District Barn employees to wear masks and to wipe everything down after each visitor. Most visitors are delivery personnel.

Emergency Management will keep everyone updated on the COVID-19 updated.

Darry Stacy said that it is at the discretion of each elected official to conduct business and **entry** is reduced to the west side of the building. People are limited to groups of ten (10) people or less until further notice.

Joy Hampton and John Roberts will do a press release to the Norman Transcript.

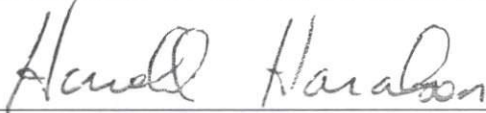
B. No Budget Board Members discussions regarding **County Business** at this time.

C. No Comments from the **Public** was made at this time.

D. There being no further business to come before the Board, Jim Reynolds moved to adjourn the meeting at 4:04 PM. Darry Stacy seconded the motion.

Ayes have it and the motion is carried.

**BUDGET BOARD
CLEVELAND COUNTY, OKLAHOMA**



Harold Haralson, Chairman

ATTEST:



Tammy Belinson, County Clerk and Secretary to the Board



Minutes Prepared by: Linda Atkins, Deputy County Clerk