# Pike County Board

# Meeting Minutes

March 25th, 2020

1. Call to order

Chairman Andy Borrowman called to order the regular meeting of the Pike County Board at 7:00 p.m. in the upper courtroom of the Pike County Courthouse with remote access.

1. Invocation and Pledge of Allegiance

Chairman Andy Borrowman gave the invocation and led in the Pledge of Allegiance

1. Roll Call

Members physically present were Andy Borrowman, John Birch, Rodger Hannel, Tom Lewis, Mark Mountain, Derek Ross, Jim Sheppard, and Mark Sprague attended remotely via Microsoft Teams

1. Approval of Minutes from February 24th, 2020.

Mark Sprague made a motion to approve February minutes. John Birch seconded. Roll call Vote 8-0. Minutes approved.

1. Approval of changing Finance and GIS/IT committee meeting time.

Jim Sheppard explained that there have been some delay issues in payments attributed to the current finance meeting schedule. With finance meeting close to two weeks prior to the board meeting, and bills being paid after the full board approval, the delay is causing some accounts payable issues. Amy Gates made a motion to move the GIS/IT committee from the third Wednesday of the month to the second Tuesday of the month at 5:00 p.m. and to move the Finance committee from the second Wednesday of the month to the third Wednesday of the month at 5:00 p.m. Rodger Hannel seconded. Roll call vote 8-0. Motion approved.

1. Consideration of whether to approve non-budgeted payments from the TB fund for Pike County Health Department COVID-19 response.

Pike County Health Department Administrator, Anita Andress, and Infectious Disease coordinator, Nancy Halpin, updated the board on Pike County’s response to COVID-19. Due to funding issues, PCHD requested the budget be amended to allow them to spend TB fund money. Treasurer Scoot Syrcle stated that this would need to be posted for 15 days. State’s Attorney, Zack Boren, stated that since we are in a state of emergency due to COVID-19, the full board can approve and at a later time amend the budget. Jim Sheppard made a motion to approve the PCHD to utilize funds within the TB fund. Mark Mountain seconded. Roll call vote 8-0. Motion approved.

1. Discussion of limiting access to County buildings, employee hours, and establishing essential and non-essential employees.

Pike County State’s Attorney prepared a resolution explaining the availability to each department and procedures for conducting business. The board and office heads discussed various needs within their own departments. Department heads discussed their employment status and office availability. Rodger Hannel made a motion to approve the proposed resolution and leave up to office heads the department staffing individually. Mark Mountain seconded. Roll Call vote 7-1-1. John Birch was absent for the vote due to technical difficulties. Motion approved.

1. New Business

None

1. Old Business

None

1. Chairman’s Remarks

Chairman Andy Borrowman thanked everyone that worked to set up the remote access meeting and the live streaming.

1. Summary of Expenses for the Month/Mileage & Per Diem Report

Motion to approve made by Amy Gates. Seconded by Tom Lewis. Voice vote 6-2-0. John Birch and Rodger Hannel were absent for the vote due to technical difficulties. Report approved.

1. Questions from Press and Visitors

None

1. Adjourn

Amy Gates made a motion to adjourn. Seconded by Rodger Hannel. Voice vote 8-0. Meeting adjourned at 8:30 p.m.

Minutes submitted by Natalie Roseberry

PCI-ID coviD-19

3/25/20

PCHD began monitoring the Coronavirus (COVID-19) situation in China towards the end of January.

Initiated Internal Meetings. Meeting daily since 3/9;

* Activated partial PCHD Emergency Operations Center (EOC);
* Reviewed/Updated PCHD 24/7 contact information for IDPH;
* Update PCHD drop site for State and Federal emergency supplies;
* Contacted Initial Emergency Response Partners (Dr. Johnson, PCHD Medical Director; Jösh Martin, PEMA and EMS Administrator; Illini Hospital, etc.);
* Broadcast fax/emails to providers, partners, and others as appropriate (Long Term Care, Hotels, etc.);
* Utilizing Local Papers, WBBA, and Facebook to provide public information;
* Secured assistance with Public Information. Jerrod Welch, Administrator Adams CHD agreed to activate the Regional PIO process. Emily Andrews, ACHD Health Educator, is the Regional PIO;
* Co-hosted meetings with Josh Martin for local emergency response partners and others;
* Assisted County Schools School and discussed alternate food plans during closure;
* EH staff working directly with school superintendents;
* Made decision to order closure of schools on 3/16, one day prior to the mandatory closing date of 3/17;
* EH staff assisting restaurants and bars; fielding complaints;
* Restricted public access to the building on 3/17; Office is still staffed, except for dental; triaged calls; Fielding calls/directing to appropriate services; Services still available to clients either by phone or curb side, WIC, Family Planning, Home Health, CD reporting and monitoring and emergency dental services.
* Reviewed process for Communicable Disease reporting procedures, staff training, I & Q process and contact tracing.
* Receive and Forward SIREN messages as appropriate (State of Illinois Rapid Electronic Notification System). SIREN is a secure-web-based persistent messaging and alerting system that leverages email, phone, text, pagers and other messaging formats to provide 24/7/365 notification, alerting and flow of critical information. This system provides rapid communication, alerting and confirmation between state and local agencies, public and private partners, target disciplines and authorized individuals in support of state and local emergency preparedness and response. https://siren.illinois.gov/
* Assessed PPE inventory;
* Met with Dental, Home Health , and Public Health staff to review PPE use
* Initiated N95 Fit Testing for all employees with the assistance of Illini Community Hospital. Staff trained in proper PPE use.
* PPE requested through IPS and SNS. Received partial orders.
* PPE supplies limited for public and private sectors. Distributed SNS & TB PPEs to providers.
* Provided Workplace Safety Information to County
* Consulted with Sheriff Greenwood about Jail
* Assisted Natalie Roseberry with Polling Places
* Consulting with Zack Boren as needed
* Reviewing agency and County Polices
* Other assistance provided by request to the following: Long term Care Providers, QMG, Senior Center, Hotels, Funeral Homes, Gyms,
* PEMA Partially Activated
* Providing donation needs to Josh Martin
* Tracking all time related to response
* Assessing fiscal status, paid insurance (9000); TB funds; Seeking other outside funding. Currently writing grant for emergency funding offered by an area foundation; Cash flow issues due to not providing dental services and in house screenings. SIU transition beginning in May has been delayed.

TB Specifics

* TB Case: Management of active TB case depletes TB funding rapidly due to it being a labor intensive and lengthy treatment process (9 months of daily RN visits)
* Extensive staff tråining and maintenance of TB control infrastructure is necessary due to the complicated issues with TB. Management of the COVID-19 response will be very similar.

RESOLUTION No. 2020 - COVID-19 Response

DATE:



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WHEREAS, the Governor of the State of Illinois issued a Gubernatorial Disaster Proclamation on March 9, 2020, to remain in effect for 30 days regarding the outbreak of COVID-19 in Illinois, and;

WHEREAS, the Governor of the State of Illinois issued COVID„19 Executive Order No. 8 on March 20, 2020, effective through April 7, 2020 and;

WHEREAS, COVID-19 Executive Order No. 8 prohibits any gathering of more than ten people unless exempted under the Order; and

WHEREAS, COVID-19 Executive Order No. 8 directs government bodies to determine Essential Governmental Functions and identify employees and/or contractors necessary to the performance of those functions, but defines Essential Government Functions as "all services provided by . . . any county . . . needed to ensure the continuing operation of the government agencies or to provide for or support the health, safety and welfare of the public"; and

WHEREAS, the Illinois Counties Code gives each county the power, among other things, to "regulate and fix the days and the hours of opening and closing of [all offices of all county officers at the county seat of each county], except when the days and the hours of opening and closing of the office of any county officer are otherwise fixed by law; but the power herein conferred shall not apply to the office of State's Attorney and the offices of judges and clerks of courts"; and

WHEREAS, this Resolution is adopted with the authority and agreement of Pike County Circuit Clerk Bryce Gleckler, Pike County State's Attorney Zachary Boren, and Pike County Resident Circuit Judge J. Frank McCartney; and

WHEREAS, the Pike County Board intends to use its authority as the governing body of the County of Pike to address certain issues relating to Essential Governmental Functions and access to county buildings while the Gubernatorial Disaster Proclamation remains in effect.

NOW, THEREFORE, IT BE AND IS HEREBY RESOLVED:

1. Effective immediately and as long as a Gubernatorial Disaster Proclamation remains in effect relating to COVID-19 in Illinois, access to the following County offices will be restricted as follows:

# a. Pike County Circuit Clerk's office (217-285-6612)

1. When possible please pay traffic citations or fines online. Information is available at https://www.pikecountvil.org/circuit-court/, or call the office with questions. Payment may also be mailed to Pike County Circuit Clerk, 100 E. Washington St., Pittsfield, IL 62363.
2. When possible please pay child support/maintenance by check or money order payable to the recipient. Payments may be mailed to Pike County Circuit Clerk, 100 E. Washington St., Pittsfield, IL 62363.
3. Passport processing is temporarily suspended.

b. Pike County Clerk and Recorder's office (217-285-6812)

i. Employees will continue to provide all Essential Governmental Functions. ii. Public access to the office is restricted.

iii. Please call the office to schedule an appointment for business that is allowed pursuant to COVID-19 Executive Order No. 8. iv. Updated information is always available at https://www.pikecountvil.org/countv-clerkl.

# Pike County Circuit Court for the Eighth Judicial Circuit

1. All courts of the Eighth Judicial Circuit are operating at a reduced capacity, performing only essential functions. Until further notice, the following court cases will be held as scheduled, with appearances expected for all litigants unless travel or health exemptions apply:
   1. All matters with individuals in custody including bond court;
   2. Criminal felony matters except probation and payment reviews;
   3. Juvenile temporary custody (shelter care);
   4. Juvenile detention hearings;
   5. Petitions for Emergency Orders of Protection;
   6. Hearings for Plenary Orders of Protection;
   7. Emergency hearings on family matters (D and F cases) as scheduled by the court;
   8. Statutory Summary Suspension hearings;
   9. Mental Health hearings;
   10. Any other emergency hearings as scheduled by the Judge assigned.
2. Attorneys and litigants with scheduled matters should appear unless unable to appear because of health exemptions. Please contact the Circuit Clerk's office to confirm court proceedings (217-285-6612).
3. Pike County Probation Department (217-285-2041)
   1. Clients should not report to the Probation Department unless a probation officer has scheduled an appointment or a drug test.
   2. Court-ordered drug testing is reduced to random only. This includes drug testing as a condition of bond.
   3. To schedule an appointment, call 217-285-2041, or contact your individual probation officer.
4. Pike County Public Defender's office (217-285-7000)
   1. Employees will continue to provide all Essential Governmental Functions. ii. Public access to the office is restricted.

iii. Please call the office to schedule an appointment for business that is allowed pursuant to COVID-19 Executive Order No. 8.

# f. Pike County Sheriff's Department (217-285-5011)

i. Employees will continue to provide all Essential Governmental Functions. ii. The Pike County Sheriff has suspended all in-person visits to the Sheriffs Department. This includes visiting inmates in the Pike County Jail.

iii. Please call the office for service requests, and for emergencies call 911.

# g. Pike County State's Attorney's office (217-285-5646)

i. Employees will continue to provide all Essential Governmental Functions. ii. Public access to the office is restricted.

iii. Please call the office to schedule an appointment for business that is allowed pursuant to COVID-19 Executive Order No. 8.

# h. Pike County Supervisor of Assessments office (217-285-2382)

i. Employees will continue to provide all Essential Governmental Functions. ii. Public access to the office is restricted.

1. Please call the office to schedule an appointment for business that is allowed pursuant to COVID-19 Executive Order No. 8.
2. Information about the current assessment cycle is available at https://www.pikecountvil.org/countv-assessor/.

Pike County Treasurer's office (217-285-4218) Employees will continue to provide all Essential Governmental Functions. ii. Public access to the office is restricted.

1. Please call the office to schedule an appointment for business that is allowed pursuant to COVID-19 Executive Order No. 8.
2. Payment other than in-person is strongly advised. Please mail checks to Pike County Treasurer, 121 E. Washington St., Pittsfield, IL 62363.

# j. Pike County Animal Control office (217-285-4811)

i. Employees will continue to provide all Essential Governmental Functions. ii. Public access to the office is restricted.

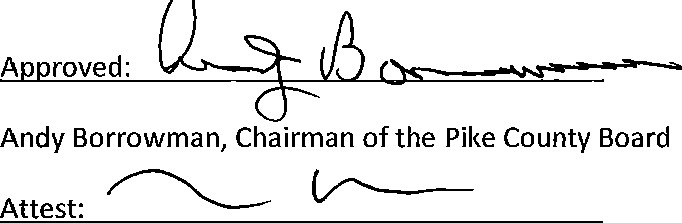
iii. Please call the office to schedule an appointment for business that is allowed pursuant to COVID„19 Executive Order No. 8.

# k. Pike County Highway Department (217-285-4364)

i. Employees will continue to provide all Essential Governmental Functions. ii. Public access to the office is restricted.

iii. Please call the office to schedule an appointment for business that is allowed pursuant to COVID„19 Executive Order No. 8.

2. The County of Pike declares that all functions performed by the County of Pike are Essential Governmental Functions, and authorizes department heads and elected office heads to use all available means to ensure continued availability of all Essential Governmental Functions. The County of Pike encourages all department heads and elected office heads to allow tele-working whenever possible, and flexibility in scheduling.

Attest:

Natalie Roseberry, Pike County Clerk

**Pike County Board Mileage & Per Diem**

**24-Feb-20**

**Board Meeting**

**2/24/2020**

|  |  |  |  |
| --- | --- | --- | --- |
| John Birch | 1 |  | $ 57.48 |
| Andy Borrowman | 1 |  | $ 62.08 |
| Amy Gates  Rodger Hannel Tom Lewis  Mark Mountain  Derek Ross  Jim Sheppard  Mark Sprague  Andy Borrowman  John Birch  Rodger Hannel  Mark Mountain  Andy Borrowman  Jim Sheppard  Rodger Hannel Amy Gates  Andy Borrowman  Rodger Hannel  Tom Lewis  Derek Ross  Andy Borrowman  Jim Sheppard Amy Gates  Mark Sprague | A  1  1  1  1  1  1  **Highway**  **3/11/2020**  1  1  1  A  **Finance**  **3/11/2020**  P 1 P  1 | **Total**  **Total**  **Total** | $ -  $ 73.00  $ 64.95  $ 69.55  $ 67.25  $ 59.20  $ 71.85  **$ 525.36**  $ 62.08  $ 57.48  $ 73.00 $ -  **$ 192.56**  $ 12.08  $ 59.20  $ 23.00  $ 73.00  **$ 167.28**  $ 62.08  $ 73.00  $ 64.95  $ 67.25  **$ 267.28**  $ 12.08 $ 9.20 $ 73.00  $ 71.85 |
| **Building and Grounds**  **3/18/2020**  1  1  1  1  **Total**  **GIS/IT**  **3/18/2020**  P  P  1  1 | |

**Total $ 166.13**

|  |  |  |
| --- | --- | --- |
|  | **Public Safety 3/18/2020** |  |
| Andy Borrowman | P | $ 12.08 |
| Derek Ross | P | $ 17.25 |
| Tom Lewis | P | $ 14.95 |
| Amy Gates Rodger Hannel | P  **Total**  **UCCI**  2/19/2020  1  **Total**  **Total** | $ 23.00  **$ 67.28**  $ 101.20  **$101.20**  **$ 1,487.09** |
| BILL BOARD REPORT  STATE OF ILLINOIS  COUNTY OF PIKE  PIKE COUNTY BOARD Wednesday, March 25th, 2020  MR. CHAIRMAN AND MEMBERS OF THE BOARD:  THE FINANCE COMMITTEE, PUBLIC SAFETY COMMITTEE AND THE BUILDING AND GROUNDS COMMITTEE WOULD RESPECTFULLY SUBMIT THE FOLLOWING EXPENSE AND TOTALS THAT THE COUNTY CLERK HAS BEEN DIRECTED TO ISSUE CHECKS FOR THE SAME.   |  |  | | --- | --- | | BUILDING AND GROUNDS COMMITTEE | $4,725.56 | | PUBLIC SAFETY COMMITTEE | $27,757.03 | | GIS | $6,845.74 | | FINANCE COMMITTEE | $118,696.52 | | CORONER | $2,115.22 | | SHERIFF | $96,105.05 | | REGIONAL SUPERINTENDENT OF SCHOOLS | $7,874.59 | | COURTS | $2,445.00 | | PROBATION | $0.00 | | COUNTY BOARD | $4,889.39 | | COUNTY CLERK | $18,004.65 | | CIRCUIT CLERK | $0.00 | | STATES ATTORNEY | $0.00 | | STATE VITAL RECORDS | $24.00 | | TREASURER | $2,315.89 | | ZONING | $163.88 | | ESDA | $742.94 | | SUPERVISOR OF ASSESSMENTS | $385.20 | | CODE HEARING | $776.50 | | ANIMAL CONTROL | $837.12 | | PUBLIC DEFENDER | $5,006.51 | | RABIES | $58.75 | | LAW LIBRARY FUND | $946.56 | | COUNTY CLERK DOCUMENT STORAGE FUND | $0.00 | | COURT SYSTEM FUND | $2,728.96 | | CIRCUIT CLERK AUTOMATION FUND | $42,968.18 | | JUDICIAL SECURITY | $20,178.00 | | COUNTY TREASURER AUTOMATION FUND | $59,120.00 | | CIRCUIT CLERK DOCUMENT STORAGE FUND | $30,045.06 | | RECORDERS SPECIAL FUND | $0.00 | | STATES ATTORNEY AUTOMATION FUND | $0.00 | | PROBATION SERVICES | $5,754.49 | | TOTAL | $161,800.00  $319,824.85 |   GRAND TOTAL |  |  |

