

FINANCE AND PERSONNEL COMMITTEE MINUTES
SPECIAL MEETING
May 22, 2020

The special meeting of the Finance and Personnel Committee for the City of Monona, via ZOOM, was called to order by Mayor O'Connor at 10:37 a.m.

Present: Mayor Mary K. O'Connor and Alderpersons Doug Wood and Kathy Thomas

Also Present: City Administrator Bryan Gadow, Director of Administrative Services Leah Kimmell, and City Clerk Joan Andrusz

APPEARANCES AND UNFINISHED BUSINESS

There were no Appearances or Unfinished Business.

NEW BUSINESS

Mayor O'Connor began Discussion and Approval of COVID-19 Return-to-Work Policy for City Employees. Dane County will make a decision soon and may want to start opening on Tuesday, May 26. Director of Administrative Services Kimmell stated that to start bringing back staff and gradually open, staff needs to know ahead of time the policy and procedures regarding cleaning, quarantine, teleworking, etc. City Administrator Gadow stated the goal is to start re-opening on June 1 to allow time to inform staff, clean buildings, and put social distancing markings out. Most area municipalities are following the same schedule as Monona.

Alder Thomas complimented Director of Administrative Services Kimmell on her work on this very thorough document and questioned whether there is a liability if the City doesn't provide this. Director of Administrative Services Kimmell responded there have been some lawsuits, especially in the food service industry; however, doing all that can be done will cover the City in any event. Swimming pool staff safety is the greatest issue and there is not a lot of guidance available; that will have to be worked on before the pool opens.

Members reviewed the Policy section by section making comments and corrections.

Alder Thomas stated the City should provide tissues and cleaning products if they are required. Director of Administrative Services Kimmell stated staff will be required to wear a mask at meetings and if that makes them uncomfortable, a virtual meeting should be set up. City Administrator Gadow stated the City can't make visitors to the buildings wear masks or prevent them from entering the building. A sign could be posted asking visitors to wear masks if they are only walking in, not present for a previously scheduled meeting. Department Heads will be asked if there are particular requirements for each of their buildings.

Discussion followed regarding employees wearing masks outside of their offices; it was noted that all staff use materials and equipment throughout City Hall and staff is social distancing. The decision was to require a mask only if going out to the lobby. If CDC guidance changes regarding surface infect-ability, this will have to be updated.

Guidelines for high risk employees, those 65 or older and/or with specific health conditions, were discussed. Director of Administrative Services Kimmell explained she isn't allowed to ask for personal health information but an employee can request accommodations, such as working from home, through the ADA to the City. There can't be a blanket policy based on age, but information on the ADA option can be added to Section 6. Public Safety has a different policy that they should follow.

Director of Administrative Services Kimmell provided information on salary coverage options and the federal reimbursement program. Members agree a staff member who refuses to get tested would have to use their PTO bank if the original 80 hours is used up. Alder Wood stated language that refusing to be tested for reasons other than religious beliefs should be added; it could be a legal issue otherwise. Language will clarify that a staff member quarantining or awaiting test results but unable to telework should not come in to work. ADA language will be clarified. Emergency responders have a separate policy because there isn't enough staff to cover the amount of leave that could occur.

Staff coverage if City Hall opens was discussed. Air circulation has been increased as much as possible to help keep staff healthy. Director of Administrative Services Kimmell noted the Library is the most difficult building to re-open due to the materials, number of patrons, and close spaces, but not a lot of guidance is available. The opening will be slow; it will not be on June 1. Library Director Ryan Claringbole is not under pressure until it can be done safely; some staff are high risk. Members note that libraries were specifically directed in the emergency order but not in the opening plan. Shields with or without masks were suggested.

Director of Administrative Services Kimmell reported the CDC guidelines for transit operations is very broad, mainly social distancing and protecting the driver. City Administrator Gadow reported the vehicle is wiped down after each loop. The driver helping riders onto the bus and riders paying fares was discussed. Mayor O'Connor requested that Finance Director Marc Houtakker be asked to contact First Student regarding their processes. Alder Wood stated his concern is the City has less oversight on transit and wants to make sure what they say they are doing is being done. City Administrator Gadow reported staff meetings are still virtual and staff observes social distancing if meeting in person. Alder Wood questioned whether an across-the-board policy should be in place for meetings. The License Review Committee met in-person with social distancing and masks. City Administrator Gadow responded meetings should be virtual unless they have to meet in person. If a person doesn't have a laptop they can call in.

A motion by Alder Wood, seconded by Alder Thomas to adjourn, was carried. (11:59 a.m.)

Joan Andrusz
City Clerk