

Minutes

Special Meeting of the Board of Directors – Tompkins County SWCD

March 30, 2020

Via Teleconference (Recorded)

Present: Aaron Ristow, Deborah Dawson, Alan Teeter, Callan Space

Staff: Jon Negley

Aaron Ristow, Chair, called the meeting to order at 1:08pm. A quorum was present.

There were no additions or changes to the agenda.

D. Dawson moved to approve the March 17, 2020 Special Meeting Minutes. A. Teeter seconded. No discussion. All in favor. Carried.

Old Business:

Updates on Covid-19 cases and impacts to the District. To date there are 70 cases in Tompkins County and 10 in Cortland County. The Counties are under the Governor's Executive Order until April 15th and under Presidential Guidelines until April 30th. With the "community spread" and projection that New York State is still 21 days from its peak, the Board elected to close the office to the public, limit staff interaction and establish a work from home policy.

Callan joined the meeting.

New Business:

Discussion on leave vs. telework policies. All staff can telecommute. Some staff are having issues with childcare. The NYS SWCC confirmed that Part C funds can fund leave. Other Districts have varying policies. The Board would like to offer staff the best possible options while the funds are available and save the Part C funds for conservation work later. The County is currently requiring all staff who are non-essential to work from home. The Board has provided paid Administrative Leave to March 31st. D. Dawson moved to proceed with a Telework Agreement Policy until April 17th and the Board will revisit the Policy after more guidance from the County Attorney, County Administration, and the NYS SWCC. All are encouraged to work from home as much as they can, and if they are unable to, paid leave is available until April 3rd. A. Teeter seconded. All in favor. Carried.

Review and adopt Continuity of Operations Plan. D. Dawson moved to adopt the Continuity of Operations Plan. A. Teeter seconded. J. Negley reviewed the key highlights of the Plan. D. Dawson proposed to have additional Ad Hock meetings as needed to provide direction and guidance to staff as the situation requires. The Board empowered J. Negley to have the ability to made decisions for the health and safety of the employees without Board approval through a quorum. A vote was taken. All in favor. Carried.

The next meeting was scheduled for April 3, 2020 at 11:00am.

Meeting adjourned after 104.28 minutes.

Respectfully Submitted:

Kym Jackson, Secretary

Aaron Ristow, Chair