

**PROCEEDINGS OF THE COUNTY BOARD OF JACKSON COUNTY, MINNESOTA**

**March 26, 2020**

The County Board of Jackson County, Minnesota met in Emergency Session, in the Jackson County Government Resource Center, Cafeteria Room (Near Door 7), 402 White Street, City of Jackson, Minnesota, on March 26, 2020. The following members of the Jackson County Board of Commissioners were present: Catherine Hohenstein, James Eigenberg, Scott McClure, Don Wachal and Philip Nasby. County Coordinator Steven Duncan and Trish Schulz, Deputy County Coordinator, were also in attendance.

**CALL TO ORDER**

Chair McClure called the meeting to order at approximately 2:30 p.m. and led the Pledge of Allegiance.

**Motion was made by Commissioner Hohenstein and seconded by Commissioner Wachal** to adopt the agenda. The motion carried unanimously.

**COUNTY ASSESSOR**

The County Board was informed that County Assessor Jason McCaslin had been offered a position to act as Fillmore County, Minnesota’s County Assessor at an annual salary of \$110,000.00. The County Board was informed that Mr. McCaslin was inclined to say in Jackson County if they increased the County Assessor salary to \$99,263.00. County Coordinator Duncan requested that the Board set it at \$99,278.40 (\$47.73) for ease of payroll administration, if interested in taking any action. There was much discussion about whether the County Board wished to take any action in an attempt to retain Mr. McCaslin.

**Motion was made by Commissioner Eigenberg and seconded by Commissioner Wachal** to adopt Board Action 20-089: Approve an hourly rate of \$47.73 per hour, for 2080 hours, or an annual salary of \$99,278.40. The motion carried with four “ayes” and one “nay” (Commissioner Nasby).

**COUNTY COORDINATOR**

Discussion was held regarding various COVID-19-related issues, mainly related to human resources concerns.

**Motion was made by Commissioner Hohenstein and seconded by Commissioner Nasby** to adopt Board Resolution 20-016:

County of Jackson            )  
  ) SS.  
State of Minnesota         )

**RESOLUTION 20- 016 APPROVING THE PAYMENT OF EMPLOYEES  
IMPACTED BY EMERGENCY EXECUTIVE ORDER 20-20 (STAY AT HOME ORDER)**

**WHEREAS**, the United States and State of Minnesota are under state and federal emergency declarations due to the COVID-19 pandemic; and

**WHEREAS**, a stay at home directive, per Emergency Executive Order 20-20 and beginning on Friday, March 27, 2020 at 11:59 p.m. through Friday, April 10, 2020 at 5:00 p.m., has been imposed by the State of Minnesota, to help slow the spread of the COVID-19 virus; and

**WHEREAS**, Jackson County has a combination of employees who meet the Critical Sectors Exemptions contained in Emergency Executive Order 20-20, employees who meet the exemptions part-time and employees whose jobs do not meet the exemptions; and

**WHEREAS**, in order to comply with Emergency Executive Order 20-20 there will be varying ability of Jackson County employees to work which can best be determined and managed by County Department Heads in consultation with the County Coordinator and County Attorney; and

**WHEREAS**, every attempt will be made to have all employees do County work from home to the extent technologically available, task appropriate and permitted by law; and

**WHEREAS**, Jackson County has already budgeted the salaries and benefits for all its employees for Fiscal Year 2020; and

**WHEREAS**, the Jackson County Board values the well-being of its staff and their families during this pandemic and, additionally, the Jackson County Board believes that employees should retain their paid time off that they have accrued to the extent possible so that employees will be encouraged and able to take time off as necessary as the COVID-19 virus continues to spread over the upcoming months; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Jackson County Board of Commissioners directs all department heads to assess which employees meet the definitions of the Critical Sectors Exemptions contained in the Emergency Executive Order 20-20 Directing Minnesotans to Stay at Home and direct all other employees to comply with the Stay at Home order subject to working from home to the extent possible (on both critical and non-critical tasks) and being called in to work to perform duties contained in the Critical Sectors Exemptions as determined by the Department Heads; and

**BE IT FURTHER RESOLVED**, that the Jackson County Board of Commissioners authorizes the full payment of salaries and benefits to employees who are directed to stay at home, working from home as deemed feasible, per compliance with Emergency Executive Order 20-20; and

**BE IT FURTHER RESOLVED**, employees who have work hours reduced due Emergency Executive Order 20-20 do not need to use paid leave time to receive their full salaries and benefits during the time period contained in Emergency Executive Order 20-20 as long as the employee performs work (either from home or in office) as directed by their department head or the department head's designee even if the directed work does not reach their typical hours per week; and

**BE IT FURTHER RESOLVED**, this resolution shall be in effect beginning on Friday, March 27, 2020 at 11:59 p.m. through Friday, April 10, 2020 at 5:00 p.m.

Passed and adopted by the Board of Commissioners of the County of Jackson, Minnesota this 26th day of March 2020.

\_\_\_\_\_  
Scott McClure, Chair  
Jackson County Board of Commissioners

ATTEST:

\_\_\_\_\_ (SEAL)  
Steven J. Duncan  
County Coordinator of Jackson County, Minnesota

**ADJOURN**

**Motion was made by Commissioner Eigenberg and seconded by Commissioner Hohenstein** to adjourn the meeting at 3:42 p.m. The motion carried unanimously.

JACKSON COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Scott McClure, Chair

ATTEST: \_\_\_\_\_  
Steven Duncan, County Coordinator