



COLUMBIA COUNTY

Board of Supervisors

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Columbia County Executive Committee Emergency Meeting Minutes March 20, 2020

Members present: Dan F. Drew, James E. Foley, Vern E. Gove, Barry Pufahl, JoAnn Wingers

Also in attendance during all or portions of the meeting: Sue Moll, Joe Ruf

The emergency meeting of the Executive Committee was called to order by Chair Gove at 10:30 a.m. The meeting was properly noticed as required by the Wisconsin Open Meetings Law. The meeting was held at the Administration building, Meeting Room #115, 112 E. Edgewater Street, Portage, Wisconsin.

Approval of Agenda

Motion by Drew to approve the agenda as published. Second by Wingers. Motion carried.

CoronaVirus/COVID-19 Situation Report

Ruf gave a brief update on a meeting Chair Gove held with Department Heads. If departments plan to deviate from normal office duties due to the COVID-19 situation, Department Heads were asked to submit their proposed plans for consideration by the Executive Committee.

Changes to County Department Operations in Response to Coronavirus/COVID-19 State of Emergency:

Restricted Public Access to County Buildings, Departments, and Offices

Motion by Foley to limit public access to the Administration building and Health and Human Services building by closing all doors, including the connecting bridge, from the public until further notice. The main entrance to each building will remain open. Second by Pufahl. Motion carried.

Motion by Foley to restrict public meetings held in the meeting rooms at the Administration and Health and Human Services buildings. Second by Drew. Motion carried.

Restrictions on counter services, face to face meetings, and in person appointments provided by County Departments

Ruf stated many of the proposed department plans will restrict walk-in counter services and face to face contact with the public, unless necessary, then appointments could be made.

Emergency Staffing Plans for County Departments/Changes to County employee work schedules and work rules

Emergency staffing plans submitted by departments were reviewed. A change to the Central Accounting Work Plan would include Accounting employee Jessica Kath being deputized by the Treasurer to assist in performing banking duties that require 2 signatures. Moll requested to waive the marriage application waiting period waiver fee of \$25, allowing couples to take their marriage license

with them when they apply. She also requested to limit county employee access to the interior of the County Clerk's Office.

Motion by Drew to approve all the individual county department emergency staffing plans as submitted to include the changes to the Central Accounting plan and County Clerk plan as presented. Second by Wingers. Motion carried.

Closure of County Buildings, Departments and Offices

Ruf stated most county buildings will remain open to the public, however, many county offices will be closed to the public.

Motion by Foley to adjourn the meeting. Second by Wingers. Motion carried. The Executive Committee meeting was adjourned at 12:20 p.m.

Respectfully Submitted,



JoAnn Wingers
Executive Committee Secretary

These minutes were recorded by Sue Moll, County Clerk