

ADAMS COUNTY
BOARD OF COMMISSIONERS AND COUNTY COUNCIL
Joint Resolution 2020 - 56

SHORT TITLE: A JOINT RESOLUTION CONCERNING THE OPERATION OF ADAMS COUNTY DEPARTMENTS AND OFFICES DURING THE EFFECTIVE TERM OF EXECUTIVE ORDER 20-08 ISSUED BY THE GOVERNOR OF THE STATE OF INDIANA ORDERING ALL INDIVIDUALS CURRENTLY LIVING IN INDIANA TO STAY AT HOME OR THEIR PLACE OF RESIDENCE AND TO ESTABLISH AND DEFINE ESSENTIAL GOVERNMENTAL FUNCTIONS FOR THE DURATION OF EXECUTIVE ORDER 20-08

WHEREAS, on January 30, 2020, in response to COVID – 19, the World Health Organization declared a Public Health Emergency of International Concern;

WHEREAS, on January 31, 2020, in response to COVID – 19, the Health and Human Services Secretary declared a public health emergency for the United States;

WHEREAS, on March 6, 2020, in response to COVID – 19, the Governor of the State of Indiana, pursuant to Ind. Code §10-7-3 et. seq. declared a public health disaster emergency exists in Indiana under Executive Order 20-02;

WHEREAS, on March 23, 2020, the Governor of the State of Indiana, issued Executive Order 20-08, Directive for Hoosiers to Stay at Home, which specifically states, “. . . all individuals currently living in the State of Indiana are ordered to stay home or their place of residence, except as allowed in this Executive Order [20-08]” (hereinafter referred to as “Executive Order 20-08”);

WHEREAS, the Board of Commissioners and the County Council, County of Adams, State of Indiana, in response to the COVID – 19 pandemic and the Indiana Governor’s Executive Order 20-08 adopted Resolution 2020-4 designating essential governmental functions and procedures for Adams County on March 20th, 2020; and

WHEREAS, Adams County Resolution 2020-4 is set to expire at midnight on April 6th, 2020 unless extended or modified by Adams County; and

WHEREAS, the Governor of the State of Indiana issued Executive Order 20-17 on April 3rd, 2020 extending the emergency declaration in the State of Indiana and continuing the effective date of prior executive orders including the provisions of Executive Order 20-08; and

WHEREAS, the Adams County Board of Commissioners and Adams County Council desire to extend and modify the temporary emergency procedures for the continuation and operation of local government functions as provided for herein.

NOW THEREFORE, BE IT RESOLVED that the Board of Commissioners and the County Council, County of Adams, State of Indiana, hereby enacts this Joint Resolution No. 2020-5, and, that:

Section 1. Background. The Governor of the State of Indiana has issued multiple Executive Orders that require residents of Indiana to remain home unless they are leaving their home for an Essential Activity, including Essential Governmental Functions. The orders further provide that the governing body of local units shall determine the Essential Governmental Functions that are necessary to the continuation of essential business, emergency response and governmental administration in their respective jurisdictions. Accordingly, the Adams County Board of Commissioners and the Adams County Council must determine Essential Governmental Functions for the offices and departments of Adams County during the time of this emergency declaration.

Section 2. Essential Governmental Functions for Adams County. Pursuant to the federal, state and local declarations of emergency concerning the COVID-19 pandemic and this Joint Resolution, the following transactions, business and operations shall be deemed Essential Governmental Functions to be performed by the offices and departments of Adams County:

SHERIFF'S DEPARTMENT

- a) The continuation of dispatch services for emergency response and public safety services, at the direction of the Sheriff.
- b) The continuation of necessary law enforcement and emergency responder services, at the direction of the Sheriff.

SHERIFF - JAIL

- c) The continuation of detention services at the direction of the Sheriff.

PROBATION DEPARTMENT

- d) The continuation of probation services at the direction of the courts.

COMMUNITY CORRECTIONS

- e) The continuation of community correction services at the direction of the courts.

HEALTH DEPARTMENT

- f) The continuation of necessary public health and sanitation services, at the direction of the Health Officer.

CLERK

- g) The continuation of necessary functions of the Clerk's office for the processing of payments for child support and other functions necessary for the courts, at the direction of the County Clerk.

AUDITOR

- h) The processing of payroll and employee benefits administration for county employees, at the direction of the Auditor.
- i) The recording of deeds and mortgages that are not able to be E-filed by the individual seeking to record documents by E-file, mail and in person by appointment only in accord with the county policy on limited access to the Adams County Service Complex, at the direction of the Auditor.

ASSESSOR

- j) Assist with information necessary for the payment of taxes on transactions that have closed and the receipt of bank escrow payments by E-file, bank transfer, mail and in person by appointment only in accord with the county policy on limited access to the Adams County Service Complex, as determined by the Assessor.

RECORDER

- k) The recording of deeds, mortgages, releases, easements and instruments of conveyance by E-file, mail and in person by appointment only in accord with the county policy on limited access to the Adams County Service Complex, as determined by the Recorder.

TREASURER

- l) The receipt of tax payments necessary for real estate transactions that have closed or are scheduled to close and for receipt of bank or financial institution escrow tax payments, as determined by the Treasurer.

BUILDING AND PLANNING

- m) The processing of building and location permits by email, mail and in person by appointment only in accord with the county policy on limited access to the Adams County Service Complex, as determined by the Director.

- n) Construction inspections that cannot be reasonably rescheduled or postponed, as determined by the Director.
- o) The determination of parcel splits for transactions that have closed or are scheduled to close, as determined by the Director.

SURVEYOR'S OFFICE and SOIL AND WATER

- p) The transaction of business and essential maintenance necessary to maintain the drainage systems and tiles located in Adams County, as determined by the Surveyor.

ADAMS COUNTY HIGHWAY DEPARTMENT AND ENGINEER

- q) The necessary maintenance of Adams County roads and bridges necessary to protect the safety and welfare of Adams County residents, as determined by the Superintendent.

COURTS

- r) The transaction of court business and management of court docket in the discretion of the courts and procedures established by the Judges of the Adams Circuit and Superior Courts.

PROSECUTOR

- s) The transaction of necessary business as determined by the Prosecutor of Adams County.

PUBLIC DEFENDER'S OFFICE

- t) Services necessary to fulfill the responsibilities of the office of Public Defender as determined by the Adams County Public Defender or otherwise directed by the Courts and procedures established by the Judges of the Adams Circuit and Superior Courts, and as determined by the Chief Public Defender.

CORONER

- u) Services necessary to be performed by the Adams County Coroner, as determined by the Coroner of Adams County.

ADAMS COUNTY EMERGENCY MANAGEMENT

- v) Services necessary to be performed by the office of Adams County Emergency Management, as determined by the EMA Director.

BUILDINGS AND GROUNDS

- w) Necessary maintenance and security for Adams County Buildings and Grounds as determined by the Director of Building and Grounds and/or the Adams County Board of Commissioners.

GOLDEN MEADOWS HOME

- x) All services and procedures necessary to protect and care for the welfare and safety of the residents of Adams County Golden Meadows Home as determined by the Director for Golden Meadows.

ALL OTHER COUNTY DEPARTMENTS AND AGENCIES

- y) Any and all remaining county departments and agencies shall only provide those services and functions necessary to maintain basic services to the citizens of Adams County, Indiana as determined by the head of the county department or agency and within the Executive Orders issued by the Governor of the State of Indiana.

Section 3. Designation of Essential Staff and Employees.

The elected officials and department heads of the county offices and departments listed in Section 2 shall reduce staff in their respective office to a level only necessary to provide the essential functions and services described in Section 2 during the effective date of this Resolution or as otherwise amended or modified by the Adams County Board of Commissioners. If possible, Department Heads shall determine whether employees in their Department are able to work remotely, then the Department Head and employee shall coordinate such arrangements with the Adams County Department of Information Technology. Further, and consistent with Section 6 of this Joint Resolution, Department Heads shall track hours in which each employee works remotely or does not work at all during the term of this Joint Resolution. When possible, staff and duties shall be rotated as possible to allow a minimal number of individuals in the office at any one time, however effort shall be made to share the responsibilities and time in the office by all staff unless individuals are required to quarantine at home under the guidance of CDC regulations.

Section 4. Paid Leave for Temporary Down Staffing.

Individual employees who are down staffed shall remain at home and shall travel only under the exceptions listed in the Governor's Executive Order 20-08. Individuals down staffed will continue to be paid for their regular hours and at their regular rate of pay until April 20th, 2020 or until further determination and order by the Adams County Board of Commissioners and/or Adams County Council.

Section 5. Essential Travel Related to Essential Governmental Functions in Adams County. Individuals who are employed in the offices identified in Section 2 shall be permitted to travel to and from work, under Executive Order 20-08, as their employment is in furtherance of Essential Governmental Functions as defined in this Joint Resolution 2020-5.

Section 6. Tracking of Down Time and Time Off.

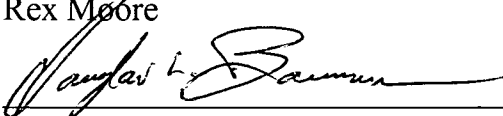
Department heads and elected officials shall keep track of all time and hours that employees are down staffed, working remotely or absent from work until further order or determination by the Adams County Board of Commissioners.

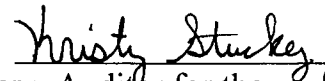
Section 7. Effective Date. This Joint Resolution 2020-5 shall go into effect beginning on April 6th, 2020, at 11:59 PM, and will remain in effect until April 20th, 2020, or until otherwise modified by the Adams County Board of Commissioners and/or Adams County Council.

ADOPTED by the Board of Commissioners and the County Council, County of Adams, State of Indiana, this 6th day of April, 2020.

BOARD OF COMMISSIONERS
COUNTY OF ADAMS, STATE OF
INDIANA

Kim Fruechte / S
Kim Fruechte

Rex Moore/S
Rex Moore

Doug Bauman


Attested: 
Mary Beery, Auditor for the Chief Deputy
County of Adams, State of Indiana Auditor


COUNTY COUNCIL
COUNTY OF ADAMS STATE OF
INDIANA


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