


# Agenda Summary Report (ASR)

## Franklin County Board of Commissioners

<b>DATE SUBMITTED:</b> 3/18/2020	<b>PREPARED BY:</b> Shirley Jones
<b>Meeting Date Requested:</b> 3/18/2020	<b>PRESENTED BY:</b> Keith Johnson
<b>ITEM:</b> (Select One) <input checked="" type="checkbox"/> Consent Agenda <input type="checkbox"/> Brought Before the Board Time needed:	
<b>SUBJECT:</b> Approval of Declaration of Emergency in County; Granting Authority to Adjust Office Hours Effective March 18, 2020 and Approve Tele-Commuting Options and/or Paid Administrative Leave for the Period March 18, 2020 through April 5, 2020.	
<b>FISCAL IMPACT:</b> \$0 (all costs previously approved in the 2020 budget)	
<b>BACKGROUND:</b> Due to the COVID-19 pandemic and the orders given by Governor Inslee, declaring an emergency in Franklin County and granting authorizations to elected officials, the County Administrator and department heads to maintain continuity of operations of county government.	
<b>RECOMMENDATION:</b> Approval of the Declaration of Emergency.	
<b>COORDINATION:</b> Keith Johnson, Administrator	
<b>ATTACHMENTS:</b> (Documents you are submitting to the Board) ASR/Resolution	
<b>HANDLING / ROUTING:</b> (Once document is fully executed it will be imported into Document Manager. Please list <u>name(s)</u> of parties that will need a pdf) Administrator's Office	

*I certify the above information is accurate and complete.*



Keith Johnson, Administrator

## FRANKLIN COUNTY RESOLUTION \_\_\_\_\_

BEFORE THE BOARD OF COMMISSIONERS  
FRANKLIN COUNTY, WASHINGTON

**IN THE MATTER OF DECLARATION OF EMERGENCY IN COUNTY; GRANTING AUTHORITY TO ADJUST OFFICE HOURS EFFECTIVE MARCH 18, 2020 AND APPROVE TELE-COMMUTING OPTIONS AND/OR PAID ADMINISTRATIVE LEAVE FOR THE PERIOD MARCH 18, 2020 THROUGH APRIL 5, 2020**

**WHEREAS**, on January 21, 2020, the Washington State Department of Health confirmed the first case of the novel coronavirus (COVID-19) in the United States in Snohomish County, Washington, and local health departments and the Washington State Department of Health have since that time worked to identify, contact, and test others in Washington State potentially exposed to COVID-19 in coordination with the United States Centers for Disease Control and Prevention (CDC); and

**WHEREAS**, COVID-19, a respiratory disease that can result in serious illness or death, is caused by the SARS-CoV-2 virus, which is a new strain of coronavirus that had not been previously identified in humans and can easily spread from person to person; and

**WHEREAS**, the CDC identifies the potential public health threat posed by COVID-19 both globally and in the United States as “high”, and has advised that person-to-person spread of COVID-19 will continue to occur globally, including within the United States; and

**WHEREAS**, on January 31, 2020, the United States Department of Health and Human Services Secretary Alex Azar declared a public health emergency for COVID-19, beginning on January 27, 2020; and

**WHEREAS**, this worldwide outbreak of COVID-19 and the effects of its extreme risk of person to-person transmission throughout the Washington State and the residents of Franklin County significantly impacts the life and health of our people, as well as the economy of the region, and is a public emergency that affects the life, health, property or the public peace; and

**WHEREAS**, on February 29, 2020 the Governor of the State of Washington declared that a state of emergency exists in all counties in the State of Washington; and

**WHEREAS**, The Washington State Military Department, State Emergency Operations Center, is coordinating resources across state government to support the Department of Health and local officials in alleviating the impacts to people, property, and infrastructure, and is assessing the magnitude and long-term effects of the incident with the Washington State Department of Health;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Franklin County Commissioners, in consideration of the above findings of fact:

1. A state of emergency is declared due the COVID-19 Virus situation in Franklin County.

2. The Franklin County Administrator and Franklin County elected officials are hereby directed to effectuate emergency procedures to address necessary steps to maintain continuity of operations of county government.
3. Elected officials and departments are authorized to enter contracts and incur obligations in order to address emergency responses.
4. Elected officials and department heads are authorized to exercise the powers vested in this resolution in light of the extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements). In order to prepare for, prevent and respond to this emergency, the requirements of competitive bidding and public notice are hereby waived for emergency related procurements pursuant to RCW 36.40.180, RCW 38.52.070(2) and purchasing/contracting requirements pursuant to RCW 36.32.270.

**BE IT FURTHER RESOLVED**, that the Franklin County Administrator and Human Resources Director are authorized to adjust Human Resources and Personnel Policies related to leave usage and other issues related to employees necessitated by the impacts of COVID-19, consistent with approved collective bargaining agreements; and

**BE IT FURTHER RESOLVED**, effective March 18, 2020 the Board of Franklin County Commissioners grants authority for each separately and independently elected official, as well as the County Administrator for those departments under the direction of the Board of Franklin County Commissioners, to adjust their respective office hours as needed; and

**BE IT FURTHER RESOLVED**, for the work period March 18, 2020 through April 5, 2020 the Board of Franklin County Commissioners grants authority to independent elected officials and the County Administrator to approve paid administrative leave and/or tele-commuting options for those employees that are deemed non-essential during that time period, provided that they regularly check their office email and provide a telephone number where they can be reached for work related issues and are available to physically report to work as deemed necessary.

**APPROVED** this 18th day of March 2020.

BOARD OF COUNTY COMMISSIONERS  
FRANKLIN COUNTY, WASHINGTON

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Chair Pro Tem

\_\_\_\_\_  
Member

**ATTEST:**

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Clerk to the Board