

APRIL 2020 TERM  
CALDWELL, IDAHO APRIL 1, 2020

PRESENT: Commissioner Pam White, Chair  
Commissioner Tom Dale, Vice Chairman  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

No meetings were conducted this day.

APPROVED CLAIMS ORDER NO. 4/10/20

The Board of Commissioners approved payment of County claims in the amount of \$3,673.91 and \$209,644.55 for accounts payable.

APRIL 2020 TERM  
CALDWELL, IDAHO APRIL 2, 2020

PRESENT: Commissioner Pam White, Chair  
Commissioner Tom Dale, Vice Chairman  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED PURCHASE ORDER

The Board approved the following purchase order(s):

- Salt Lake Wholesale Sports in the amount of \$37,887.88 for the Sheriff's Office

ELECTED OFFICIALS EMERGENCY MEETING RE: COVID-19 EMERGENCY

The Board met today at 1:30 p.m. for an elected officials' emergency meeting regarding COVID-19. In attendance were: EOM Christine Wendelsdorf, Treasurer Tracie Lloyd, Chief Civil Deputy P.A. Sam Laugheed, Clerk Chris Yamamoto, Controller Zach Wagoner, PIO Joe Decker, and Deputy Clerk Monica Reeves. Those present via conference call were Sheriff Kieran Donahue, Prosecutor Bryan Taylor, Commissioner Tom Dale, Commissioner Leslie Van Beek, Commissioner Pam White, Assessor Brian Stender, Coroner Jennifer Crawford, Director Nikki Zogg from SWDH. The meeting took place in the public meeting room of the administration building and was chaired by Sheriff Kieran Donahue. Christine Wendelsdorf reported that the EOC (Emergency Operations Center) was stood up today and they have identified priorities and potential problems which they will work to address. They have identified personnel although they are not filling every position at this time; Caldwell Fire Chief Brad Trosky will serve as planning chief, and Steve Donahue from Caldwell Fire will serve as the logistics chief; Joe Decker will handle communication; Lily Heiser from CCSO will

work on supplies; and Controller Zach Wagoner will work on the finance portion. The team members are currently working out of their respective offices but as they get closer to the surge, they will probably be at the EOC. She's spoken to Coroner Crawford to get a more streamlined effect for notifying SWDH on COVID-19 related deaths. Director Zogg reported that as of this morning there are 68 confirmed cases in Canyon County and 2 deaths. They are working with partners and talking about mass fatalities, jails, civil unrest, and forecasting what the top issues will be in the coming weeks. They issued four orders for isolation and report for examination in Canyon County for people who have not responded to attempts to contact them to complete investigations and identify close contacts. The last shipment of the strategic national stockpile has either arrived or is on its way. We won't be getting anymore supplies or PPE through the strategic national stockpile, but we will be able to make requests and those will come from county emergency managers through SWDH to the Idaho Office of Emergency Management. The call centers are receiving calls about people not following the Governor's order so Director Zogg will reach out to the cities on their processes so that SWDH can better inform the public when they call. They have been working with Nampa Fire and Canyon County to map confirmed cases to do heat maps so they have ideas of where there is confirmed community spread. They received the first set of maps yesterday, and she's hoping to get a legend on the map and make sure it says it's for official use. The Office for Civil Rights under the Federal Health and Human Services has loosened HIPPA restrictions so they can share that information with first responders and correctional institutions. The state has been working with local universities on doing modeling for what we can anticipate for case numbers, hospitalizations, ICU admissions, ventilator use, and death. The modeling is coming together and will be presented to the Governor. Sheriff Donahue said the County's mapping services staff are assisting in the efforts by giving a general idea of the address, not the exact address, as a heads up that emergency responders are getting called to a red zone where there are protective gear requirements. The PA's Office has coordinated to have the Sheriff's Office serve four orders to those who are not complying with the guidelines. Commissioner Van Beek asked if the position for law enforcement has changed on doing anything for people who do not shelter in place. Sheriff Donahue said it hasn't changed but they need more direction from Governor, but even then he would have to consult with the Prosecutor about what would be required and how to help facilitate that. They will follow the law. Sam Laugheed asked how the orders were received and are there any thoughts on what public education, if any, we need to do. Sheriff Donahue said the indication was it went smooth with no problems; he heard they were compliant and accepting of what was going on. Director Zogg said at least one person called this morning and staff was appreciative of getting that information for the investigation. Regarding education, she will have to think about that because SWDH doesn't broadcast their authority. There was a restaurant who was operating with indoor seating so she sent staff to talk to them and they complied with the request. Commissioner Dale said Ada County Commissioner Lacchiondo made a request for Sheriff Donahue to speak to a multi-agency group tomorrow. Sheriff Donahue will reach out to the Ada County Sheriff about it. He reported they are working legal and SWDH to tighten up the jail in the case of a positive COVID-19 test and the possibility of using Pod 6 for isolation. It's evolutionary but they've made some progress over the last 36 hours. He has been in communication with the Department of Corrections and the Parole Commission and they are working on having a good system in place for how to expedite things. Commissioner Van Beek had questions about mass casualty numbers on mortality and the projected peak for

COVID-19. Director Zogg said that modeling is being done by universities, it's not official yet. There are three scenarios – one indicates a peak by September and 7,000 hospitalizations and 1,300 ICU admissions and a need for 521 ventilators and roughly 2,000 deaths but she doesn't know what assumptions are going into that or what the other scenarios look like. She's hoping to have the modeling report for distribution tomorrow or next week. Area Mayors joined via conference call at 2:00 p.m.: Melba Mayor Cory Dickard, Caldwell Mayor Garret Nancolas, Nampa Mayor Debbie Kling, and Greenleaf Mayor Brad Holton. They were advised that Canyon County has stood up its EOC with the primary people being identified who are currently working remotely. Director Zogg reported there have been 68 confirmed cases and 2 deaths in Canyon County; the state website is not reflecting accurate number on deaths so they are working to resolve that. They have a point of contact from each county they are working with in the district and that policy group is working with her on some priorities they are trying to plan for the next 30 days and beyond around mass care, mass fatality, jail planning, and potential civil unrest. Yesterday they issued their first order for isolation and report for examination for people in Canyon County who were not responding to attempts to contact to complete their investigations to try to identify how they were exposed to COVID-19 and who they may have come into contact with. They learned late yesterday that the second shipment and last shipment of strategic national stockpile will be coming to Idaho to be dispersed; there is no more material that will be delivered through that stockpile so any needs at the local level will be elevated up to the Idaho Office of Emergency Management to work on procurement. Call centers have been getting a lot of calls about enforcement and what to do about people not following the Governor's order so they have been working to address those concerns. She will reach out to cities to learn more about how they can better handle those calls and get those people to the right offices to answer those questions. There was a complaint about a restaurant that was still doing inside dining so SWDH staff addressed it and the business is complying. They have been working with Nampa Fire and Canyon County GIS staff to map COVID-19 cases. The intent is to provide the information to first responders and correctional staff to have a better understanding of where there might be hot spots so as they are responding to calls they can have that information to appropriately protect themselves in those communities. The Department of Health and Welfare and local universities are working on predictive models for what we can expect the impact of COVID-19 to be in Idaho. She saw the first versions today, but they haven't shared the whole document, but when it's shared with governor then it will be available for local uses and planning for hospitalizations, ICU, ventilators, and deaths. Mayor Kling had questions about addressing restaurants on staff handling cash/cards and food in the to-go lanes. Director Zogg said that is a great project for her staff to work on. They have talked about education to restaurants as they are adapting their service and they could do some education/monitoring of it. Mayor Kling said Nampa has four officers who are making sure there is compliance in restaurants and stores and she asked if there are guidelines they can distribute. Director Zogg said there is a one-page flier the Governor put out, she will review it and make sure it has enough information and perhaps work on something specific. Sheriff Donahue reported on the efforts to shore up protocols in the jail on how to deal with a positive COVID-19 case when it comes their way. They are working closely with SWDH and following CDC recommendations as well as working with the medical provider. They are at the point of making some final decisions in the next 48 hours of how to incorporate Pod 6 and what it will be used for and how it will be used. They are getting assistance from Department of Corrections and the Parole Commission in trying

to find new ways to expedite getting some of people out of jails, and both entities are working closely to try to get movement. IDOC is doing a quarantine of people coming into the RDU, which is where they are first taken in and processed. They are trying to get some of the people in our facilities who are already sentenced to prison, by getting our numbers down more here which lessen the opportunity for transmission of the virus. Mayor Nancolas reported the City of Caldwell has concerns with the vendors that have food carts/trailers because there is no way to monitor the social distancing and/or if they are using gloves so the city has revoked licenses for roadside vendors for the time being because people were congregating at the walkup windows. He has much respect for Director Zogg and he supports what SWDH is doing and the rules that have been put in place. He spoke about a video of support he has posted on social media. Mayor Kling said the City of Nampa is not issuing any peddlers' licenses for people to go door to door. They will also post information stating that yard sales won't be allowed until further notice. Mayor Nancolas agreed and said Caldwell will put a post in place as well. Mayor Kling asked if there are any indigent funds available for housing for the homeless. Clerk Yamamoto advised that Canyon County does not offer housing assistance funds, it is for medical only. Sheriff Donahue said Reverend Bill Roscoe is taking steps to keep shelters open and people safe with less exposure. Mayor Dickard said a Sheriff's officer has been out and has visited with restaurant and bar owners, and the bar that he was concerned with has now complied once the officer stopped by; however there is now an issue with the grocery store because it seems to be the place for famers to meet for coffee. City officials have spoken to the grocery star and hopefully it will be fixed. Sheriff Donahue expressed his appreciation to first responders and medical professionals as they are taking the brunt of this and they have been remarkable in their diligence and holding the line. We fear the hospitals are going to get overrun but we have made some inquiries about mobile hospitals, and it's our understanding that the military mobile hospitals have been loaned to other states. Mayor Kling has heard the hospitals have good capacity and no shortage of ventilators, but that could be different today. There are two big box facilities in Nampa - Macy's and Kmart - that could be used by St. Luke and St. Al's and the city is happy to reach out and see what the feasibility of those are. She recognizes that when FEMA comes in they will do a lot of that. Mayor Nancolas said the City of Caldwell has spoken with West Valley Medical Center as well as the YMCA and school districts about that, but the hospitals need something as close as possible to their premises. There are 2-3 schools nearby with gymnasiums that could potentially be used. They also have an event center that could be used but there were some concerns about the amount of work it would take to clean it and sterilize it. Joe Decker reported on the election process update. It will be by mail only - they are not opening any polling places on Election Day. An absentee ballot has to be postmarked by 8 p.m. on Election Day so that will change when results are reported. Zach Wagoner said they had an outstanding conversation yesterday with K & H Election Services from the Seattle area, and they provide absentee services on behalf of Ada County and they are very familiar with election processes and needs and we are hoping to enter into a contract with them to assist with mail out and getting absentee ballots. Sheriff Donahue asked if the Secretary of State's Office has been able to resolve the issues with their computer program. Mr. Decker said they had the frontend set up where you can put your name and address and driver's license ID, and the last four of the SSN, and pick your ballot but what happens with that data is still unknown so that's the backend of whether that information will be stored appropriately and provided to the appropriate Clerk's Office in order to get the ballots request forms out. There was a report

Tuesday that the state's website crashed due to an overload of people requesting absentee ballots. The main thing to know is it's a two-part process; you have to submit an absentee ballot request form in order to get your absentee ballot to fill out and return to the Clerk's Office. Controller Wagoner said the Clerk's Office is communicating as professionally as it can with the state to make sure technology-wise we are able to handle these needs. Communication will be sent to each registered voter. If they receive 75,000 absentee ballots, they may need a facility to count those ballots. Mayor Nancolas said the offer still stands if the County needs to use the O'Connor event center, or any other city facility that may help. Commissioner Van Beek said at Tuesday's meeting there was a need for communication that requests for PPE were followed through the EOM. Ms. Wendelsdorf said it's important for first responders to contact her regarding requests for PPE because she is working with SWDH for tracking purposes. Mayor Nancolas left the meeting at 2:42 p.m. Mayor Kling asked if there something different in place with the EOC that the Mayors should be aware of. Ms. Wendelsdorf said there is nothing different, she and Joe Decker had been working together on communication and at the time there wasn't a need for it, but now they have it and they have filled a few of the positions. There are a couple of fire department deputy chiefs, and Controller Wagoner is handling the finances and Joe Decker is handling the communication, and she is handling incident command and operations. Sheriff Donahue said nothing has changed and as we prepare for the surge in cases we can start expanding it. At 2:45 p.m. the call with the Mayors ended and elected officials' meeting resumed. Present were via conference call were Commissioners Pam White, Leslie Van Beek, and Tom Dale, Sheriff Donahue, Assessor Brian Stender, Prosecutor Bryan Taylor, and Coroner Jennifer Crawford; and those who attended the meeting in person were: Chief Civil Deputy P.A. Sam Laugheed, Clerk Chris Yamamoto, Controller Zach Wagoner, Treasurer Tracie Lloyd, PIO Joe Decker, EOM Christine Wendelsdorf, and Deputy Clerk Monica Reeves. Sam Laugheed reported on a public records request. He has received feedback from everybody and there were no concerns expressed about releasing what we have, but there were some questions about redactions that were based on infrastructure and personnel. Sheriff Donahue appreciates the reactions. Commissioner White asked if the map that shows the COVID hot spots will be protected information. Mr. Laugheed said that would be for SWDH; it would fall under the critical infrastructure act and releasing a heat map would certainly bear on public safety and health and so we wouldn't want it to go out from the County. There were questions about FMLA and the FFCRA, and as long as we keep names out of it, we can answer some questions but there is a lot of information that's still being reviewed. Commissioner Van Beek had questions about the Act and about paying employees who are sent home because of a reduced workload. Mr. Laugheed said one of the things he's recommended is to try to find ways to avoid having to figure out what the Act says and the easiest way to do that is to find work for people to do even if it's working training programs, compiling protocols, documenting step-by-step instructions on how to do certain tasks. Controller Wagoner said they are working with ADP to establish pay codes related to FFCRA, and those codes are specific to matters directly related to COVID-19, either it's impacted the employee individually or someone they have responsibility for. Commissioner Van Beek said the effective date is April 1<sup>st</sup>, but there were some employees that went home before that and she wants to know if the County has a plan for managing that. Mr. Laugheed said the recommendation is we try to avoid any hard and fast rules yet because the interpretation and guidance is still evolving. People are technically only subject to the Act prior to April 1<sup>st</sup> and he had understood the elected officials to have a consensus

that if people are out because of COVID-19 they are writing "COVID" And getting paid. The idea that we have some who are able to work remotely, but having a hard time hitting 8 hours each day because they aren't physically seeing customers. If they are home and working they need to find ways to fill the time. Supervisors need to check on work product before employees are asked to track time. Clerk Yamamoto said Controller Wagoner has been working diligently on this and it gets really complex because there's quite a bit to it and it goes into some areas he doesn't want to speak to on the record. There will be three unique scenario situations with three unique pay codes and there are 6 qualifying reasons related to those pay codes. They will finalize it and then it will go to PA and then everybody will see a finished product. Clerk Yamamoto reported that when he stepped out of the meeting earlier, he was speaking to the Ada County Clerk regarding election issues they are working through, such as methods for the blind to be able to vote. The next meeting will take place on Tuesday, April 7<sup>th</sup> at 1:30 p.m. Upon the motion of Tracie Lloyd and the second by Joe Decker the meeting concluded at 3:02 p.m. An audio recording is on file in the Commissioners' Office.

**APRIL 2020 TERM**  
**CALDWELL, IDAHO APRIL 3, 2020**

**PRESENT:** Commissioner Pam White, Chair  
Commissioner Tom Dale, Vice Chairman  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

**APPROVED PURCHASE ORDER**

The Board approved the following purchase order(s):

- Oracle America, Inc., in the amount of \$4,000.00 for the Information Technology department
- BOE in the amount of \$4,004.00 for the Information Technology department

**APPROVED CLAIMS ORDER NO. 4/10/20**

The Board of Commissioners approved payment of County claims in the amount of \$210,733.82 for accounts payable.

**APRIL 2020 TERM**  
**CALDWELL, IDAHO APRIL 6, 2020**

**PRESENT:** Commissioner Pam White, Chair

Commissioner Tom Dale, Vice Chairman  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED CLAIMS ORDER NO. 4/10/20

The Board of Commissioners approved payment of County claims in the amount of \$66,936.22, \$240.00, \$6,134.95 and \$10,104.56 for accounts payable.

APRIL 2020 TERM  
CALDWELL, IDAHO APRIL 7, 2020

PRESENT: Commissioner Pam White, Chair  
Commissioner Tom Dale, Vice Chairman  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

APPROVED CLAIMS ORDER NO. 2014

The Board of Commissioners approved payment of County claims in the amount of \$1,705,769.61 for a County payroll.

APPROVED CLAIMS ORDER NO. 4/10/20

The Board of Commissioners approved payment of County claims in the amount of \$154,492.61 for accounts payable.

INDIGENT DECISIONS

The Board met today at 1:02 p.m. to consider indigent decisions. Present were: Commissioners Tom Dale and Leslie Van Beek, Commissioner Pam White via conference call, Indigent Services Director Yvonne Baker, Chief Civil Deputy P.A. Sam Laugheed, and Deputy Clerk Monica Reeves. There was discussion about the process to notarize liens for the indigent department. Director Baker advised the Board regarding Case No. 2020-616, an application for cremation assistance that was previously denied by the Board. Upon reconsideration it was appealed and additional information was provided; the applicant is indigent and does meet all eligibility criteria for approval. Upon the motion of Commissioner Van Beek and the second by Commissioner Dale, the Board voted unanimously to approve Case No. 2020-616 for cremation with a written decision in 30 days. There was discussion regarding some subpoena requests from hospitals and it was

determined the Board would hold off signing the subpoenas to allow the Prosecutor's Office to review some procedural technical issues in regards to whether the hearings will be conducted telephonically or via WebEx. It's likely the upcoming medical indigency hearings will be postponed to a later date. The meeting concluded at 1:16 p.m. An audio recording is on file in the Commissioners' Office.

#### LEGAL STAFF UPDATE AND CONSIDER SIGNING RE-ROOFING CONTRACT FOR THE JUVENILE DETENTION CENTER GYMNASIUM PROJECT

The Board met today at 1:16 p.m. for a legal staff update and to consider signing the re-roofing contract for the juvenile detention center gymnasium project with JB's Roofing, Inc. Present were: Commissioners Tom Dale and Leslie Van Beek, Commissioner Pam White via conference call, Chief Civil Deputy P.A. Sam Laugheed, and Deputy Clerk Monica Reeves. Sam Laugheed reviewed the contract noting the amount is \$74,236 which was the low bid, and the start date will be within 90-110 business days and will be completed within six working weeks. There is no legal reason not to move forward with the contract. Upon the motion of Commissioner Van Beek and the second by Commissioner White, the Board voted unanimously to sign the contract with JB's Roofing, Inc. (See Agreement No. 20-044.) As part of the legal staff update, Mr. Laugheed advised that Deputy P.A. Zach Wesley sent an email to the Board regarding a request for reconsideration that was received on a land use matter. Mr. Laugheed asked if the Board wants to conduct interviews of the Fair expo consultants via Skye or video chat, or whether it wants Director Sinner and Director Navarro to make a recommendation on which candidate to select. Commissioner Dale said the directors are going to be the ones working with the consultant so it needs to be someone they feel confident of and he places significance on their final recommendation. Commissioner Van Beek advised that Director Mondor thanked her for the essential services authorization letter the Board signed for weed control staff. There was a brief discussion about when the land use hearing schedule will resume. Commissioner Dale doesn't see that happening within the week as he expects the Governor's stay-at-home order will be extended. There will be a discussion with DSD Director Tricia Nilsson to see how far we can get on technology side. Commissioner Van Beek said the department administrators need to work on their handbook and present a first draft to HR for review. Commissioner Dale said we need to work on it as a Board and it can be addressed on Thursday. The meeting concluded at 1:28 p.m. An audio recording is on file in the Commissioners' Office.

#### ELECTED OFFICIALS' EMERGENCY MEETING REGARDING COVID-19

The Board met today at 1:32 p.m. for an elected officials' emergency meeting regarding COVID-19. Present were: Commissioner Tom Dale, Chief Civil Deputy P.A. Sam Laugheed, Clerk Chris Yamamoto, Controller Zach Wagoner, PIO Joe Decker, EOM Christine Wendelsdorf, Coroner Jennifer Crawford, Assessor Brian Stender and Deputy Clerk Monica Reeves. Those present via conference call were: Prosecutor Bryan Taylor, Commissioner Leslie Van Beek, Treasurer Tracie Lloyd, Commissioner Pam White, Sheriff Donahue, and SWDH Director Nikki Zogg. The meeting took place in the public meeting room of the administration building and was chaired by Sheriff

Kieran Donahue. The items were discussed as follows: Christine Wendelsdorf reported she is attending SWDH operation planning meetings and she's been working with Coroner Crawford on some plans. She is trying to find out how the new PPE ordering is going to work now that it's done through FEMA. She's worked on getting masks for patrol officers and deputies and has been working on ways to sanitize so the N95 masks last longer. The EOC had its first staff meeting on Monday and they are continuing to outline what their priorities are as a County. Sheriff Donahue said he needs to speak with legal about issues he and Director Zogg are working on. Ms. Wendelsdorf is working on shoring up space for Coroner's office, and there will be possible modification to the MOU with Owyhee County. They continue to shore up protocols throughout the County to be prepared. Commissioner Van Beek asked if someone who's testified positive can be re-infected with the virus. Director Zogg said they don't know that yet, based on past experience there is a short period at least where they have immunity and couldn't be immediately re-infected, but to the extent of how long that immunity lasts it hasn't been determined yet. There are 104 confirmed cases and 3 deaths in Canyon County. At least one happened a week or two ago, took a while to get it counted. They are continuing to work on communication with partners and the community. The majority of calls they are getting are about testing or complaints about people not following the Governor's order. There have been complaints about food handling practices so health district staff have been doing a lot of education, sending out inspectors to provide education and working on educating those who are following up on complaints. The Idaho Office of Emergency Management is making some changes on how the procurement works as officials have been overwhelmed by the amount of requests for supplies and materials so they are trying to consolidate how those requests are handled. An area field officer will be provided to health districts. Commissioner White asked about the apex in Idaho in terms of the modeling and mapping that's been done. Director Zogg said she has not seen anything but she an update from public health director and they are now second guessing whether they will share that information publicly due to concerns about how it might be received and used. With the last update they anticipated our peak of cases by late august, however other models indicate it might be sooner, perhaps late April. What's interesting is we have seen a slight decrease in the number of positive cases being reported over the last couple days which coincides with the Governor's order. I don't know that the modeling will be shared and if it is there is room for changes to occur as try different public health interventions. Tommy Ahlquist has been working on an initiative called "Crush the Curve" to promote or facilitate the testing of 3,000 – 4,000 Idahoans a day, but there are still no resources or lab capacity to accommodate that so she is hoping the initiative will be delayed or shifted in how they carry out that message. The health districts' concern is the false hope for testing when it's not available yet, creating a lot of anxiety and fallout for those in healthcare to deal with. Good news is that Saint Al's is currently at level 1 of 5 levels in their surge capacity planning. They are using less than 80% of their available bed space which hinges on continuing to flatten the curve as much as we can. A question was asked if Canyon County would support a burn ban while this is going on for those who have asthma and respiratory issues that's often exacerbated by smoke in the air. She confirmed with DEQ that a burn ban was already in effect. Sheriff Donahue said their protocols are continuing to be modified slightly, and they are following CDC guidelines and have received assistance from the Prosecutor's Office. If they have inmates who are symptomatic they may use the temporary isolation area in booking, but mostly likely they will be moved over to Pod 6 if they are showing two or more symptoms and they will be monitored

by our medical provider in the jail. They are going to see if doctors can see inmates inside Pod 6 if it gets to that level of requiring doctor's care that way it will prevent hospital beds being used and would help prevent new cases from being introduced inside the hospital setting. Plans are not set in stone, they just had conversations over the weekend. They are looking at Pod 6 as an isolation unit for inmates who become symptomatic and up to the point of possible transport if their health requires it. They are still trying to lower numbers in the jail. They have implemented telephonic sharing process with the parole commission which should expedite the removal of some state inmates from our facility. There are those who are here in state custody, then those who have been brought back who are awaiting hearings. If the parole commission were to determine someone could be released then they would start that paperwork and an order would be issued for us to release the inmate. If the parole commission determines the person is to be sent to prison those orders will be driven by the state to have the inmates transferred out. Sheriff Donahue said there have been reports that the jail is not providing soap to inmates but that is false; additional soaps and dispensers are being used. Temperature checks are being done on 12 hour shifts for staff and inmates. There is a protocol for patrol who are making contact and they are carrying PPE in their cars. Arrest numbers have been down, although there are doing cite and release things, and summons are being issued for different crimes. As always law enforcement is responding to crimes in progress and arrests are being made when appropriate. They are seeing spikes in domestic violence cases. Commissioner Dale said the Board is working on protocols to try to take care of the medical indigency hearings and appeals that will pile up if we can't get those taken care of, and they are working with IT to try to figure out some way to accomplish public hearings where people can comment without having them in the room. Commissioner Van Beek asked for an update on telehealth where HR was working in tandem with the Auditor's Office. Controller Wagoner said communication has been provided to the health insurance board of trustees to see if they are in support of that change. There should be a recommendation from the trustees this afternoon. Sheriff Donahue asked if there has been clarification from the Secretary of State's Office on whether absentee ballots will be sent to all registered voters. Clerk Yamamoto said there will be a mailer that goes out to all registered voters to let them know what's going on but to receive a ballot there has to be a request because this is a primary election and we have to know which ballot to send. Prosecutor Taylor said they are seeing a drastic decrease in the number of criminal cases coming in but there has been no guidance on what happens when the flood hits. The majority of his staff are working from home and complying with the Governor's order. Assessor Stender said his staff are split up in teams working different shifts. Treasurer Lloyd said her employees are also working split shifts. Emails and phone calls are high. She is working with the credit card vendor to see about different alternatives for getting cheaper rates for e-checks. The vendor cannot lower his fee because the card companies don't want to lower their rates. Clerk Yamamoto reported that he's been having trouble with his outgoing emails for the past week so he will contact IT. Commissioner Dale said there's likely nothing that can be done about it because we have an unprecedented number of people who are working from home and using the internet as their sole point of contact. Upon the motion of Sheriff Donahue and the second by Joe Decker the meeting adjourned at 2:07 p.m. An audio recording is on file in the Commissioners' Office.

**APRIL 2020 TERM**  
**CALDWELL, IDAHO APRIL 8, 2020**

**PRESENT:** Commissioner Pam White, Chair  
Commissioner Tom Dale, Vice Chairman  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

No meetings were conducted this day.

**APRIL 2020 TERM**  
**CALDWELL, IDAHO APRIL 9, 2020**

**PRESENT:** Commissioner Pam White, Chair  
Commissioner Tom Dale, Vice Chairman  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

ELECTED OFFICIALS' MEETING TO DISCUSS COVID-19 UPDATES

The Board met today at 1:32 p.m. for an Elected Officials' meeting to discuss COVID-19 updates. Present were: Commissioner Tom Dale, Commissioner Leslie Van Beek via teleconference, Assessor Brian Stender, Coroner Jennifer Crawford, Emergency Operations Manager Christine Wendelsdorf, PIO Joe Decker, Controller Zach Wagoner, SWDH Director Nikki Zogg, Sheriff Kieran Donahue, Treasurer Tracie Lloyd, Prosecutor Bryan Taylor via teleconference, Mayor Nancolas, Mayor Kling, Mayor Dickard and City Clerk Lee Belt joined via teleconference at 2:04 p.m., Other concerned citizens and Deputy Clerk Jenen Ross. The following updates were provided:

Ms. Wendelsdorf said she is continuing to work with SWDH on their command meetings which Ms. Zogg will address later. The policy group that is in place is going to be looking into housing and the food banks as they've seen a rise in need for services. As far housing, they aren't sure if it's due to unemployment and inability to pay rent, but they are continuing to look at that. She has been working with both Coroner Crawford and Ms. Zogg to get some plans in place. IOEM has been working with SWDH and the emergency managers and they have now assigned an AFO (Area Field Officer) to the health department. They are trying to do a more regional response vs. each agency putting in requests and different ways they are going to route requests. Right now, it looks like emergency managers may have a larger role with the health departments in that. She said we are still doing well on PPE.

Ms. Zogg said there are 121 cases in Canyon County; there are 3 confirmed deaths with a fourth being investigated. As Ms. Wendelsdorf mentioned demand at foodbanks is increasing and donations are decreasing so there is concern about the impact to the community. Conversations with the IOEM Area Field Officer assigned to the district is that the local levels can make food

requests to the state level but she's not sure we've reached that level and information is still being gathered as to what needs to be done. As far as housing, that is a very valid issue that probably needs some thought. The other issue that has come up, from a public health perspective, is that if there are individuals in the homeless population who test positive they don't want them in a congregate setting and are trying to identify housing for them so they are not spreading to others while they are contagious. They have not determined how that would be reimbursed but at this point the health district would probably just pay for housing at a hotel or something similar and then monitor them until they were no longer contagious. All of the health districts now have an Area Field Officer assigned to them. Her understanding of the reason for this is due to the depletion of the strategic national stockpile and the way those assets were being distributed. The state was getting over 300 requests per day for PPE and didn't have the resources to sustain that nor set the priorities within regions of the state because they are not the "boots on the ground". They decided to put an AFO in each district to coordinate requests up to the Idaho Office of Emergency Management who will then submit the requests to FEMA. If it is a request FEMA can't accommodate (for hospitals that are for-profit) then it would be a state funded request. She feels that this change can be accommodated by district staff, but it will put more burden on county emergency managers. If an organization is not already established with the health district, they would have to put in their request thru the emergency manager to be forwarded to the health district who will then compile the requests, determine regional priority and then distribute. Ms. Wendelsdorf said that after the meeting where this was discussed she and Ms. Zogg collaborated on an org chart and ways to simplify the process so there isn't a huge burden on one person. In response to a question from Commissioner Dale, Ms. Zogg explained her requests are coming from hospitals, long-term care facilities and some clinics and Ms. Wendelsdorf said her requests are coming from fire, EMS, first responders, the jail and the Coroner's Office. Entities such as assisted living facilities are kind of in a gap so a relationship will need to be established in order to make sure everyone is getting what they need. Commissioner Dale asked if supply is catching up with demand for PPE, Ms. Zogg said it is not catching up yet, but they anticipate that it will. Part of the challenge is that some of the larger hospital systems are going out and making independent requests and they are competing with state-wide requests. They are trying to streamline this to make sure everyone's needs are being met and over-request doesn't happen. Commissioner Van Beek asked Ms. Zogg to speak to the shelter-in-place order and when the peak might happen. Ms. Zogg said that a report she received a couple days ago indicated that hospitals as well as ED visits have gone down in relation to COVID-19. In seeing these numbers, it leads them to believe that the shelter-in-place order is working. The last report she received from the hospital systems regarding their surge level (1 being the lowest and 5 being at max capacity) they are reporting that they are at a level 1. There have been several different models as far as when the peak might be but not a lot is being shared. Idaho State University has kind of lead the way in some of the different modeling and Ms. Zogg has contact information she will share with the elected officials if they would like to see modeling for their community. Right now, with the shelter-in-place order it looks like we are reaching the plateau of flattening the curve as was the goal. What that looks like from this point forward is hard to predict until we reach herd immunity, which she thinks we're probably still a long way from. If we could continue to limit social gathering, she thinks we can prevent the peak from happening and extend the outbreak out.

Sheriff Donahue said not much has changed for his office in relation to COVID-19.

Commissioner Van Beek noted that WebEx is being worked on by the IT department in order to conduct virtual meetings.

Commissioner Dale said he is still encouraging people to request their absentee ballots as soon as possible. Research is still being done on ways to conduct medical indigency hearings via teleconference so that they don't continue to build up. He asked if anyone had heard if the Governor is planning to extend the stay-at-home order; at this time no one has heard official word that the order will be extended.

On behalf of the Clerk, Controller Wagoner spoke about the elections process and that an agreement with K&H was signed by the Commissioners this morning to assist with absentee ballot mailings. Mr. Wagoner reiterated that absentee ballots need to be requested, they are not automatically sent. Additionally, he said that a mailer will be sent to every registered voter notifying them that an absentee ballot must be requested and that the deadline to request a ballot is 8:00 p.m. on May 19<sup>th</sup>; ballots must be received in the election's office by 8:00 p.m. on June 2<sup>nd</sup>. Mr. Decker said he would work with Clerk Yamamoto to get election information posted to the website. Idaho Association of Counties Executive Director Seth Grigg has indicated that Idaho will receive \$1.25 billion thru the federal CARES act to assist with COVID-19 expenses. Mr. Wagoner asked that any office that expended funds related to COVID-19 to forward that information to him and he will pass it on to Mr. Grigg in the hopes of being reimbursed.

Commissioner Van Beek said she has received information on the tele-health thru our insurance and would be happy to pass that information along.

Assessor Stender reminded everyone that the deadline for the homeowner's exemption has not changed, it is still April 15<sup>th</sup>. The property tax reduction program and the veteran's program deadlines have changed to June 15<sup>th</sup>.

Sheriff Donahue spoke about his understanding that the Zoom program is not a good platform for county use as it is not secure.

At 2:04 p.m. Mayor Nancolas, Mayor Kling, Mayor Dickard and City Clerk Lee Belt joined the meeting via teleconference.

Ms. Wendelsdorf, Ms. Zogg and Mr. Wagoner shared the information that was shared with county elected officials earlier in the meeting regarding PPE and the elections process.

Mayor Kling said she feels we're kind of in a holding pattern and is just waiting to hear next steps from the Governor.

Mayor Nancolas concurred with Mayor Kling's sentiments. He let everyone know that the O'Connor Fieldhouse is reserved for May 18-20 should it be needed for any election related needs. Sheriff Donahue spoke about citizens/businesses in non-compliance and how he feels that along with his office, it seems the area police departments have taken the approach of education over confrontation and how, for the most part people have been receptive. Mayor Nancolas and Mayor Kling said they've had very few issues and people they have spoken with have complied with any requests. Sheriff Donahue said there has been confusion from some businesses about essential vs. non-essential and that there is paperwork that can be submitted to determine that.

Mr. Decker spoke about PSA's that have been created encouraging people to stay home and that he will work with the Clerk about getting election information up on the website.

Sheriff Donahue said that the protocol within the jail is to take the temperatures of all employees and inmates every 12 hours, spoke about the cleaning/sanitation practices they've implemented

and the plan for isolation if an inmate does test positive. He said that telephonic hearings are now being done with the Parole Commission in order to have a determination on those cases. The meeting concluded at 2:40 p.m. An audio recording is on file in the Commissioners' Office.

**APRIL 2020 TERM  
CALDWELL, IDAHO APRIL 10, 2020**

**PRESENT:** Commissioner Pam White, Chair  
Commissioner Tom Dale, Vice Chairman  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

No meetings were conducted this day.

**APPROVED CLAIMS ORDER NO. 4/10/20**

The Board of Commissioners approved payment of County claims in the amount of \$16,626.00 for accounts payable.

**APRIL 2020 TERM  
CALDWELL, IDAHO APRIL 13, 2020**

**PRESENT:** Commissioner Pam White, Chair  
Commissioner Tom Dale, Vice Chairman  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

No meetings were conducted this day.

**APRIL 2020 TERM  
CALDWELL, IDAHO APRIL 14, 2020**

**PRESENT:** Commissioner Pam White, Chair  
Commissioner Tom Dale, Vice Chairman  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

**ELECTED OFFICIALS' EMERGENCY MEETING REGARDING COVID-19**

The Board met today at 1:30 p.m. for an elected officials' emergency meeting regarding COVID-19. Present were: Commissioners Tom Dale, and Leslie Van Beek, Sheriff Kieran Donahue, Chief Deputy Sheriff Marv Dashiell, EOM Christine Wendelsdorf, PIO Joe Decker, Prosecutor Bryan Taylor, Chief Civil Deputy P.A. Sam Laugheed, Clerk Chris Yamamoto, Controller Zach Wagoner, Assessor Brian Stender, Treasurer Tracie Lloyd and Deputy Clerk Monica Reeves. Those present via conference call were: Commissioner Pam White, Coroner Jennifer Crawford, SWDH Director Nikki Zogg, Mark Wendelsdorf from Caldwell Fire, and Parma Mayor Angie Lee. The meeting took place in the public meeting room of the administration building and was chaired by Sheriff Kieran Donahue.

Christine Wendelsdorf reported she has been working on expenses with Controller Zach Wagoner, and reminded the group that offices and departments need to track COVID-19 expenses so they can be submitted for reimbursement. She is waiting for information from the state regarding what form to use so they can streamline the process. Sheriff Donahue reported emergency management coordinators are consolidating information for everyone to share based on what the command structure is. Ms. Wendelsdorf said they created an emergency management support branch off the organization chart and all six county emergency managers are working together. Payette County and Gem County will turn in their objectives weekly which will be incorporated into the IAP (Incident Action Plan) with Southwest District Health that way the information is streamlined and partners know what's happening. She is trying to get the cities to submit their objectives so it can be incorporated and they can prioritize what everybody's needs are and share resources. Sheriff Donahue said some of the far-reaching rural counties are struggling to get PPE to their officers and first responders so they are trying to assist with that. Commissioner Van Beek asked if Ms. Wendelsdorf is no longer the point person on PPE. Sheriff Donahue said the emergency operation command center has been stood up so Steve Donahue with Caldwell Fire is helping with the distribution and logistics and other EOC staff members are fulfilling their roles and working together as a team. Ms. Wendelsdorf is still the County's point person for PPE. The state is now getting involved and starting to run more of the requests through county emergency managers.

Sam Laugheed spoke about how some of the 30-day emergency declarations are set to expire at the end of the week, and the Governor's going to talk about the stay-at-home order that expires tomorrow. The statewide proclamation of emergency is good for a bit of time, but Canyon County's is set to expire this week and for purposes of reimbursement we need to consider extending it. Sheriff Donahue said there was discussion via email about whether the extension should be for 30, 60, or 90 days, or for an indefinite period of time. Mr. Laugheed said the statute for cities and counties doesn't put a max time limit on it but the statute for the Governor does so technically we could have an argument that we could go indefinite, but the sound approach would be to have a timeframe that we'd have to re-extend occasionally. Commissioner Dale wants to extend it for another 30 days to have an opportunity to re-evaluate if there's a stronger reason to go 60 days. Mr. Laugheed said the public messaging component of it is important in how it's conveyed to the community and what it means. It's a useful tool if we continue to treat it as an administrative tool designed to facilitate reimbursement as opposed to the sky is falling sort of thing. Ms. Wendelsdorf recommends a 60-day extension so we don't have to meet every 30 days

to renew it. Sheriff Donahue agreed and said part of the messaging will be about tracking expenses for reimbursement, and also that we can pull back if things return to normal. It's a Board decision and it is on the agenda for Thursday at 1:00 p.m. Mr. Laugheed will draft a document and leave the time period open understanding there's been a recommendation for 60 days and the Board can discuss it and make that final decision. Ms. Wendelsdorf will reach out to the cities to see what they've done. Commissioner White agrees with a 60-day extension noting that it does not send a message of panic but keeps social distancing in the forefront.

Director Zogg reported that as of today there are 161 reported cases and 5 deaths in Canyon County. She has been in communication with the state division of public health and other health districts as well as the Governor's Office and the generalized feedback has focused on a preference to restart some of the nonessential services and businesses but while also maintaining social distancing and implementing safety procedures and protocols in businesses where there might be increased risk for exposure so we can limit community spread. She thinks some form of order will probably stay in place and that we will likely be moving toward reopening some nonessential businesses in the near future. The health district is working on guidance documents to help business and local municipalities with any changes that come with the Governor's decision moving forward. We still have a lot of limitations in testing for COVID-19 which impacts their ability to monitor and they are hoping it will continue to get better so they can better gauge. It's been reported by health care providers that their PPE supplies are doing okay, however, if there was a surge in cases their burn rates would increase and they might have some challenges getting resupplied but right now they are stable. Hospitalizations have stabilized or gone down a little bit and the hospitals are ready, if needed, for an increase in cases; however, they are feeling hampered by the limitations on testing. There is a statewide effort among colleges and universities to develop a predictive model on what pressures would be put on the health care system, for example, with different measures of social distancing or social gathering restrictions of public health interventions. The modeling isn't going to be shared publicly but they have offered local municipalities access to it, but one of the drawbacks is they are missing a lot of data to do any kind of predictive modeling for impacts to hospitals but they can do some modeling for what public health or policy interventions might be in place locally. SWDH might be able to assist with increasing the robustness of that modeling. Data will be provided to local emergency managers so they can provide meaningful information to first responders so they have a good understanding of where there is risk for exposure in the community. Commissioner White asked if the majority of the new cases in Canyon County are due to community spread. Director Zogg doesn't have a definitive answer but based on what she's heard with the number of cases declining or stabilizing and the number of close contact cases, most are probably not connected to community spread but she will verify that later. There are three categories they look at where the levels are none to minimal; minimal to moderate; and substantial community spread. With what we know we are likely in the minimal range of community spread. Commissioner White is worried community spread could get started again. Director Zogg said we need 60% of the community to be past infection or to have immunization when that is available, in order to have herd immunity to limit the risk for outbreak. We are not close to 60% at this point, and by lifting any measures without putting in place good guidance to the community on how to move around, we need to be

informing people on how to change what they do to protect themselves and their community to keep it from kicking back up.

Sheriff Donahue asked if the health district will make recommendations to cities and counties following the Governor's revised order when it comes tonight. Director Zogg said they will issue guidelines based on that and they may be able to reopen some things with other measures in place, such as face coverings, social distancing, making appointments, etc. They will work through emergency managers and liaisons who work with businesses such as chambers of commerce. For the places they regulate, such as food establishment and daycares, they have staff trained to help support them. Sheriff Donahue asked about the changes in reporting where there is concern with the reporting of probable cases which could create panic because it will show a huge increase in numbers. Director Zogg said the health district still doesn't have a lot of good data on how many tests are pending. Some places are trying to develop their own in-house tests, and there are 15 rapid test machines the state was provided by the federal government and they will be deployed eventually and she is advocating for one to be placed in our region for long-term care facilities, first responders, and jail staff. It is challenging to track the number of tests and negative tests when people are only required to report positive cases to the health districts. They will continue to try to improve monitoring and communication. The other part to this is what they consider a probable case. They only report and track confirmed cases which means there is a lab report associated with that case that says they are positive. They were told a probable case was someone who had known exposure to a confirmed case, but also that if you have a community where there is confirmed community spread any person with symptoms related to COVID-19 (cough, fever, chest pain) could be considered probable and that is concerning because we are at a minimal level of community spread. It would be a lot of work for health districts and not likely to represent the true disease burden in our community. All districts had concerns and now they have state support to only be looking at those in terms of what's probable as those people who had known exposure to a confirmed case. The others will not be counted as probable. That might change if our community spread jumps to the substantial level, but right now they are not going to count those cases. Commissioner White asked how long it takes to get test results. Director Zogg said the average wait time is 2-3 days. The state lab is 24 hours, and there are some rapid tests used by hospitals, the commercial labs are up to 7 days but that delay could be because they batch their reports.

Chief Dashiell reported the expenses have not gone outside budget limitations at this point. They have taken precautions for public contact where both sides of the DMV have projects to add plexisccreens for staff. They are using state sources for PPE and they have donations coming in for hand sanitizer.

Sheriff Donahue said they continue to monitor jail staff, and inmates are checked twice in a 24-hr period. The parole commission started hearings last week with the goal of getting state inmates out of our facility, although they haven't seen a reduction in the numbers because the parole commission hasn't gotten back with their findings.

Clerk Yamamoto said the marshal at the back door of the administration building has been working out well, the public appreciates the service because it saves a lot walking around and time. He spoke of the accommodations he has tried to make for his employees who have school-age children while there is no school and no daycare. He spoke about the damage being done to the economy during the shutdown, and while he agrees with social distancing and wearing masks he says we need to reopen so America can get back to work. He reported that Joe Decker completed a letter a voters addressing the confusion that is surrounding the process to obtain an absentee ballot. The letter will go out today to media and it will be posted to the website as a better explanation of what needs to happen.

Assessor Stender reported that plexiglass will be installed in his front office.

The next two items of discussion did not have any relevance to non-county officials so at 2:18 p.m. those who joined via conference call left the meeting, with the exception of Commissioner White and Coroner Crawford who remained on the line.

**Time card discussion:** Chief Civil Deputy P.A. Sam Laugheed said he met with the Clerk and his audit staff, HR, and other members of the Prosecutor's civil team about how to implement the FFCRA modifications to the FMLA and the emergency pay leave and the 150 pages of DOL regulations. One of the first meetings as a group was on March 13 when the Governor Little declared the statewide emergency and we came up with direction to maintain a status quo to have employees put in the comment section COVID-19 for hours that were different or affected, and that was prior to the FMLA emergency extension and since then we have received a lot more information and the Controller has worked with ADP and they've come up with several codes that ADP can accommodate. They spoke with HR and audit staff about the 6 qualifying reasons under those three codes that employees could receive those benefits. As of now no employee has had to use those benefits. HR has a spreadsheet which shows which employees have used the COVID comment and are trying to drill down deeper to figure out which of the qualifications they are. With the new codes they will send an email that explains the process going forward which is to no longer use the generic COVID-19 comment but to use one of the qualifiers instead. It's for the purpose of continuing to collect data, right now nobody has been harmed by denial of any benefit and we are interested in making sure we have the system working and know the results before going live with it. Controller Wagoner said there will be six new comments available in the timecards that correspond to the six qualifying reasons associated with the FFCRA, those will be six separate comments to be added to a specific day. They are directly related an employee that is unable to work. If an employee is working those are hours worked and we don't need any type of comment even if they are working at home. If they are not working they need to choose one of the six comments; some comments will be quarantine due to a government order, or symptomatic, or waiting on a diagnosis, for example. They hope to have that information to supervisors within the next day or two. Initially the COVID-19 comment covered a wide array of everything, working from home, or on different shifts, but they want to narrow it down and get a better feel for how this is impacting the County. They are trying to get away from the freeform writing and say here are the six qualifying reasons, choose the one that fits the situation.

**Discussion regarding the opening of Lake Lowell:** Commissioner Dale said he has had conversations with Tracy Castleman from the US Fish and Wildlife Service, and Brad Compton from the state Fish and Game Department regarding the opening of Lake Lowell. Traditionally it has opened for fishing and those kind of activities on April 15, which is tomorrow. Brad Compton said his counterparts are getting pressure from the head of fish and game to open these areas so people can recreate close to home. The US representation is on board with what the state is trying to do although they realize there are complications to it. The boat launch docks are pulled from the lake at the end of the season and stored in the parking lot, and the installation and removal of the docks are accomplished by a big team of people including the SILD program, facilities staff and parks staff. We don't have SILD to help now and parks staff is limited so we don't have staff to put those docks in place. They propose to implement a partial opening of the Lake Lowell, and Idaho Fish and Game would pay for the installation and routine cleaning of four portable restrooms, two on each side installed in the parking areas adjacent to the boat launch ramps, in addition, Fish and Game staff and US Fish and Wildlife staff would facilitate moving those portions of the floating docks that are currently blocking access to the boat ramps and place them in the parking area alongside the other portions of docks that are currently there. County staff places 3-4 docks in front of the boat launches so people can't launch their boats but the Idaho Department of Fish and Game wants those docks moved out of the way so people can get their boats in the water. The docks could be installed later when county staff becomes available. They propose to increase the Idaho Fish and Game conservation officer patrols on land and on water in the area including weekends and buoys. Sheriff Donahue said there is a lot the Sheriff's Office does on this project each year with marine staff who work with the SILD program and facilities and parks personnel. It's a big lift and it has to be done in a certain way. There is concern about the damage to the docks and the liability of someone getting hurt while they are being placed if it's not done by county's team. He has been frustrated by the push by Fish and Game to open a federal refuge when the Governor has issued an order to not be socializing, but when he contacted the Governor's Office he was told they're doing it because other state lakes and parks are opening and if we don't reopen it will push people to other places. That doesn't help Canyon County because we're going to see clusters of people at the lake and the COVID cases will skyrocket. There's more to it than docks and buoys and he questions if Fish and Game will assign staff to the lake and in the parks. Marine Sgt. Kelly Anderson has grave concerns about the placement of the docks and how it's done and the resulting parking issues. Sheriff Donahue does not support the proposal. Chief Dashiell said he does not appreciate the way Fish and Wildlife went back door after the Sheriff's Office said they were not comfortable opening the lake at this time under the current status. If this moves forward we need to get the boat docks in for safety purposes. He's not as comfortable putting the swimming docks and fishing docks in because they are congregation areas. Commissioner Dale agrees. Chief Dashiell said if it goes forward the Board can direct its staff to return to work and set that up. Mr. Laugheed said he understood the proposal to say parks would provide loaner life jackets which would be opposite of what any other parks are doing in terms of loaning equipment. There are three points to consider:

1. The County and the community fought for many years to preserve the ability to recreate on the water and part of our argument was it cannot happen without the County because of the enforcement aspect, because they are our docks, and because of the park that's

right there. This is an opportunity to emphasize that they cannot do that without us and we can recreate if we say to recreate. There are all kinds of legal arguments about who owns the water, etc., and we could potentially leverage this and that could be valuable.

2. The jail continues to be our biggest exposure and concern and it seems that personnel resources are stretched thin as it is and adding nonessential boating could compromise the things that are critical missions.
3. It seems like there are things the federal government could do that don't require the County's participation that would afford outdoor recreation. Maybe those who own the boats maybe don't have the opportunity to do everything they would like to do, but the refuge could be open for bird watching and walking paths, things that allow outdoor recreation.

Sheriff Donahue would rather have collective conversations with the Board and the PA instead of having patchwork conversations. Mr. Laugheed said the state is trying to work inter-agency solutions to everybody's benefit and if we were to talk to the state about how it affects the Sheriff's Office maybe they could find other solutions. Sheriff Donahue said he and the Chief will try to talk to them tomorrow. Right now it is pending the Governor's decision followed by a conversation with the Parks Director and the Board. Sgt. Anderson will let them know the earliest decision will come Friday. Upon the motion of Commissioner Van Beek and the second by Treasurer Lloyd, the meeting adjourned at 2:56 p.m. An audio recording of the open portion of this meeting is on file in the Commissioners' Of

**APRIL 2020 TERM**  
**CALDWELL, IDAHO APRIL 15, 2020**

**PRESENT:**     **Commissioner Pam White, Chair**  
                  **Commissioner Tom Dale, Vice Chairman**  
                  **Commissioner Leslie Van Beek**  
                  **Deputy Clerk Monica Reeves / Jenen Ross**

No meeting were conducted this day.

**APPROVED PURCHASE ORDER**

The Board approved the following purchase order(s):

- IMTC in the amount of \$1,210.02 for the Sheriff's Office

**APPROVED CLAIMS ORDER NO. 4/24/20**

The Board of Commissioners approved payment of County claims in the amount of \$84,512.49 and \$68,531.78 for accounts payable.

**APRIL 2020 TERM**  
**CALDWELL, IDAHO APRIL 16, 2020**

**PRESENT:** Commissioner Pam White, Chair  
Commissioner Tom Dale, Vice Chairman  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

MEETING WITH ELECTED OFFICIAL TO DISCUSS COVID-19 UPDATES

The Board met today at 10:13 a.m. with Elected Officials to discuss COVID-19 updates. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Sheriff Kieran Donahue, Assessor Brian Stender, Coroner Jennifer Crawford, Treasurer Tracie Lloyd, Clerk Chris Yamamoto, Controller Zach Wagoner, Chief Deputy Sheriff Marv Dashiell, Chief Deputy P.A. Sam Laugheed, Emergency Operations Manager Christine Wendelsdorf, PIO Joe Decker, Director of SWDH Nikki Zogg, Prosecutor Brian Taylor, Mayor Dickard, Mayor Kling, Mayor Porterfield, Mayor Rule, Facilities Director Paul Navarro, Parks Director Nicki Schwend and Amy Bowman with the City of Nampa participated via teleconference and Deputy Clerk Jenen Ross. The following items were discussed:

**Opening of Lake Lowell:** Sheriff Donahue said there are people jumping the gates and fences and that the fish and wildlife service are pushing to get the lake opened. Offers have been received from Idaho Fish and Game to assist in opening the lake; he's spoken to the governor's office and they're encouraging the lake to be opened as other lakes in the state have already opened. Chief Dashiell said as far as he knows the offer from Idaho Fish and Game to help put out the docks still stands. Director Navarro said that his staff have taken the docks in and out for two seasons now and have 4 grounds crew members that he could have down there to help along with 2-3 employees from his department to help which should be plenty of manpower. Chief Dashiell spoke about small craft being launched from the south side of the lake and need for the bathroom facilities to be re-opened. Director Navarro said he can staff for that once he knows that is the direction everyone is going in. Director Schwend believes that by Monday signage and the website can be updated to let the public know which facilities will be open and which are remaining closed. Mr. Laugheed does not believe this is the sort of thing that requires an agenda item, that just the Board giving direction to their department heads should suffice. Commissioner White objected to park beginning opened; she feels it is being piecemealed together. The shelter-at-home order was extended to the end of the month; she doesn't think two more weeks should really matter and will allow for more staff to be available and for things to be done in a more orderly fashion. Chief Dashiell said one of the issues they've run into with the access already open thru Fish and Wildlife is that the Sheriff's Office is limited in being able to launch their craft without the docks being in place to respond to any rescues or safety issues. Sheriff Donahue expressed that he has been objecting to this for quite some time, but he feels at this point it is now beyond

his position. He feels there is a conflicting message out there with the stay-at-home order being extended but then people are also told to go out and recreate. Commissioner Van Beek said she is receiving emails and hearing from people who would like to get back to some sense of normalcy; she feels it's good for people's mental health to get outside. Ms. Zogg said that from a regional perspective that recreating at county sites has been a concern for first responders and elected officials. Maintaining social distancing is still a concern for public health officials but the risk is lower outdoors vs. indoors. Commissioner Dale is happy to see the county moving in this direction to open the lake. He feels that there could be greater liability, risk and criticism if those ramps aren't open because there would be no way to perform a rescue if a small boat were to launch from one of the dirt ramps and get in trouble. Commissioners Dale and Van Beek are in favor of opening the lake and Directors Navarro and Schwend have their instructions to move forward with what they need to do in order to make this happen. At the request of Clerk Yamamoto, Mayor Kling spoke about how she is in favor of the lake opening and would like to see a press release about recreating safely and that people still need to maintain social distancing. Mayor Rule said he is also in favor of opening.

**Combined press release:** Sheriff Donahue spoke about an email that was received recently from the Emergency Operations Manager in Payette County requesting a joint press release somewhat in response to the Governor's stay-at-home order. Payette County requested that all of the counties within the health district put out a joint press release recommending people stay within their own county. Sheriff Donahue is opposed, as county officials, to supporting a joint press release. He stated that we are not in a police-state nor under martial law. He understands maintaining social distancing, but people are going to go out and they are going to head out to the public lands. Ms. Zogg said that a lot of the counties within the district are supportive of a joint press release about safe recreating because there is concern from some of the more rural communities in regards to people getting hurt and the strain it puts on first responders. She has supported the counties efforts to promote safe recreating as she too believes it is good for a person's mental health to get outside. When she met with the Emergency Managers earlier today they were all good with the message about safe recreating coming from the health district and that if each individual county wanted to follow up with a stronger message that is their prerogative. In response to Commissioner Dale's comments, Ms. Zogg said their message probably will not explicitly say not to cross county lines but encourage people to recreate locally. Mayor Kling said she heard a number of complaints about people being fined for being out in the Owyhee's. Commissioner Dale said that based on a recent conversation with an Owyhee County Sheriff's Deputy that perhaps people are being fined for improper use of trails such as operating an ATV on a hiking or horse trail.

Ms. Wendelsdorf said that as of today there are 168 cases in Canyon County. She is continuing to work with SWDH; she has received their IEP and been granted permission to share with all area agencies and stakeholders which she will get out after this meeting. Gem County and Canyon County are incorporating their objectives into SWDH's IEP in order to not duplicate efforts and so far that is working well. She spoke about an article Chief Wendelsdorf saw in the Idaho Statesman saying that Boise City essential workers would be receiving a 15% pay increase for hazard pay during this outbreak. She has checked with IOEM and they are not aware of this being cost

recoverable, it seems to be something done just by Boise City. Mayor Kling asked if there is an option to provide hazard pay, what other cities are doing and if any of it is reimbursable. Ms. Wendelsdorf doesn't believe any other cities are doing this but she can do some additional checking. The information she's received is that neither the state nor FEMA are planning to go down this road, that it is not an emergency protective measure. She continues to work on a plan with Coroner Crawford in case there is a surge in our area. Later today she has a tactical meeting with the other EOM's in the area to discuss what resources are available to share in case of a surge. Mayor Rule and Mayor Kling both indicated they would be interested in knowing the exact number of cases for their cities.

Ms. Zogg said that community spread is still being monitored because it helps direct decisions and recommendations made by the health district into local communities. Currently both Canyon County and Payette County are seeing community spread, however they are not seeing it in Gem County. She has sent out an epi-curve showing the dates of onset in Canyon County cases since March 2<sup>nd</sup>. There was a question at an earlier meeting about immunity and from what data is showing it looks like people could have immunity for 1-3 years once they are exposed or there is a vaccine available. Idaho has received 15 Abbott testing machines for rapid COVID-19 testing. They are looking at where to locate them throughout the state and at this point it looks like this area might receive 2 of them but they are waiting on testing kits to be able to use the machines; they anticipate having the kits in the next couple of weeks. Ms. Zogg believes the machines will probably primarily be used for certain situations. Only one test can be run at a time which means they will only be able to run 3 to 4 tests per hour. Additionally, the test has to be to the machine within an hour of being collected. It is a PCR test so it will provide an accurate result. In this region they are thinking about using it is at some of the long-term care facilities and jails as a mobile unit so that residents or inmates don't need to be moved from a facility for testing. There is also an advertisement about antibody testing being available for anyone in the state who wants it. The health district is concerned about this because a positive test doesn't necessarily mean a person is positive, they would still need to have a confirmatory test. It also doesn't mean that they are not infectious, a positive result could just mean that they are developing antibodies and still be contagious. The reliability of the test is not very good in that 2 out of 10 people will have a false negative. The health district is concerned about the workload this may put on them in investigating cases that come back "positive" but are not necessarily positive as confirmatory tests are still fairly difficult to obtain. Right now, their medical director is working with the state to get a message out to healthcare providers and first responders to not use the test. There have been a couple of staff designated as liaisons that are working on providing guidance and operation plans for businesses which are recommended be in place in order to open on May 1<sup>st</sup>. In response to a question by Commissioner White, Ms. Zogg said at this point they will not be advertising that the Abbott test is available due to the low volume it's able to test and that they would like to keep it for high-risk, congregate populations. Mayor Kling said that the City of Nampa is planning to re-open next Monday and the sooner they receive information from the health district the better as they will begin planning next week. They will begin discussions with area businesses about how to open but open safely and maintain social distancing. In response to a question by Ms. Wendelsdorf, Mayor Kling said they have not heard from the hospitals that there is a need for overflow sites at this point but they have had some preliminary conversations about this.

Sheriff Donahue asked what the ramifications or procedural steps would be to address a business opening up in defiance of the Governor's orders. Prosecutor Taylor said that it would be a criminal case, based on Title 56 it's a misdemeanor offense. Either a citation could be issued, or it could be referred for screening for prosecution. His office treats every situation on a case-by-case basis, and this wouldn't be any different. Ms. Zogg said the health districts do operate the food safety program under the delegation of the Idaho Department of Health and Welfare and they do have the authority to close establishments although she doesn't know that this situation would warrant that; she would probably coordinate with health and welfare to see what they would advise to do in this situation. Mayor Kling asked if a license to serve food could be revoked if a restaurant was out of compliance with a state order. Ms. Zogg said she wasn't sure but they typically don't revoke a license but when there are unsafe conditions within an establishment, they can close them. She said it's a bit of grey area would probably seek a legal opinion on the matter. Prosecutor Taylor said that the state has a number of options in regard to health, food and alcohol licenses – he feels that restaurants and bars have a lot more to lose and he would be more interested to see what happens with business that aren't as closely monitored as food and alcohol start opening in defiance of the order. His hope is that with the order being extended just two more weeks that these sorts of things won't be happening.

Chief Dashiell said that the Sheriff's Office, working in coordination with the Emergency Operations Manager and SWDH have been able to identify addresses where there have been positive test results but due to HIPAA protections a specific individual is not flagged. The City of Nampa and first responders on the computer aided dispatch system will have access to the information. They have experienced some issues in addresses not existing within their system and generalized addresses such as apartment complexes. The information is just additional information, it is just to let first responders know that this address is tied to a positive test result; they still need to consider every location they go to as a risk and continue taking safety precautions. Sheriff Donahue said that this information is allowed by statute but that it is confidential information and law enforcement personnel and first responders have been informed this is information they are not allowed to share.

Commissioner White brought forward the action item to consider extending the declaration of local disaster emergency regarding COVID-19 and read into the record the last portion of the declaration. Commissioner Dale said that this declaration is for 30 days and does not put into motion a perpetual state of emergency but recognizing this needs to be in place for monetary purposes in order to recover funds related to COVID-19 and that is his motion. Commissioner Van Beek seconded the motion for discussion stating that she does not recall seeing the email where the options of a 30-day or 60-day declaration were discussed. Mr. Laugheed said that he sent an email this morning to the Board, Sheriff and Emergency Manager discussing this and then clarified the differences in the options. Commissioner White called for a vote on the motion which carried unanimously. A copy of the declaration is on file with this day's minutes.

Clerk Yamamoto spoke about misinformation out there about obtaining a ballot. He said people need to go to [Idahovotes.gov](http://Idahovotes.gov) in order to request a ballot. There is a letter to the voters on the

Canyon County Elections website which also helps instruct people what they need to do. A ballot must be requested because there are several choices and the Elections office needs to which ballot to send out.

Mayor Kling said that an email just came thru stating that the free day at the landfill has been cancelled, she is wondering if there is a way to just postpone this event instead of cancel since now is a time people could really use some relief. Commissioner Dale said that since the beginning of the stay-at-home order the landfill has not been charging private citizens. The thought in cancelling the free day was that they didn't want to encourage a gathering of people on one single day. Mr. Decker said that the landfill not charging isn't something they're advertising because the landfill is regularly dealing with a large volume of people going out there daily. Mayor Kling feels there needs to be some additional clarification regarding the cancellation of free day and Mr. Decker said this was just decided today and he will be working on a press release.

Assessor Stender said he was on a call earlier today and ITD was asked about having staff on the back end once things start opening up in order to have longer hours to get the initial push back thru the system. They said they are receptive to any ideas that can be dreamt up. Sheriff Donahue said that right now they are not citing people for marine registration since they are not able to get boats registered.

Coroner Crawford and Ms. Wendelsdorf have been working on a plan in the event Canyon County does see a surge and proper handling of the deceased.

Mayor Dickard asked about 4<sup>th</sup> of July events as the planning committee needs to start making decisions in the next week or two. Director Zogg said that the public health directors across the state have been discussing some of these large events, they haven't come up with guidance yet, but she has noted this as another item to discuss. She feels it's important to be consistent across the state.

Mayor Kling indicated that the city golf courses opened today with very specific precautions in place. The clubhouses are not open, all registration is done online, only credit cards will be accepted in the safest way possible (no cash will be accepted), only one person per cart unless they are from the same household, the flags have to stay in the holes, etc.

Ms. Wendelsdorf spoke about the FEMA portal and getting registered in order to recover expenses. She asked the cities to please be sure to register and get a FEMA number so that their expenses can be tracked. She is still trying to determine whether one number for the city will suffice or if each agency within the city (fire, police, etc.) need to have their own number.

Commissioners Van Beek and Dale moved to adjourn the meeting.

The meeting concluded at 3:13 p.m. An audio recording is on file in the Commissioners' Office.

APRIL 2020 TERM  
CALDWELL, IDAHO APRIL 17, 2020

PRESENT: Commissioner Pam White, Chair  
Commissioner Tom Dale, Vice Chairman  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

No meeting were conducted this day.

APRIL 2020 TERM  
CALDWELL, IDAHO APRIL 20, 2020

PRESENT: Commissioner Pam White, Chair  
Commissioner Tom Dale, Vice Chairman  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

No meeting were conducted this day.

APRIL 2020 TERM  
CALDWELL, IDAHO APRIL 21, 2020

PRESENT: Commissioner Pam White, Chair  
Commissioner Tom Dale, Vice Chairman  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

ELECTED OFFICIALS' EMERGENCY MEETING REGARDING COVID-19

The Board met today at 1:32 p.m. for an elected officials' emergency meeting regarding COVID-19. Present were: Sheriff Kieran Donahue, Commissioners Pam White and Leslie Van Beek, Prosecutor Bryan Taylor, Chief Civil Deputy P.A. Sam Laugheed, Clerk Chris Yamamoto, Controller Zach Wagoner, PIO Joe Decker, EOM Christine Wendelsdorf, Assessor Brian Stender, Treasurer Tracie Lloyd, and Deputy Clerk Monica Reeves. Present via conference call: Coroner Jennifer Crawford, Commissioner Tom Dale, Nampa Mayor Debbie Kling, Melba Mayor Cory Dickard, Ambulance District Director Michael Stowell, and SWDH Director Nikki Zogg. The meeting took place in the public meeting room of the administration building and was chaired by Sheriff Kieran Donahue. The items were discussed as follows: Sheriff Donahue reported that employees

receive temperature checks on each shift, and inmates are receiving checks twice a day. If needed, Pod 6 can be used in the case of isolation and the medical provider is well supplied and ready to address that issue if necessary. Patrol officers are using an education vs. enforcement policy on any perceived violations. Law enforcement agencies are using a map which shows the location of COVID-19 positive test cases in the event they are called to those areas. Christine Wendelsdorf reported on the following: she has sent out the "IAP" to agencies, and the other five counties have put in their objectives for working to address needs and resources on a regional basis; been working with the Coroner, and she's been working on a plan for disinfecting patrol cars and training to officers so as not to damage radios/equipment; a grant may be available for another method that uses UV light; SWDH has received calls from schools regarding graduation ceremonies; she continues to work with shelters looking for resources to help the homeless who've tested positive for COVID-19, but it's unknown who will pay for the housing/hotel costs; she will send an email to the Ambulance District and the Nampa fire and police chiefs regarding the reporting of usage of PPE so the state can track the burn rate history through a process called *Survey 123* where each agency has to be reported individually. Once FEMA gets involved there will be a cost-share involved. Sheriff Donahue reported that Ms. Wendelsdorf filled out a survey for National Sheriffs Association to look at PPE and supplies for tracking. He received disturbing information where Mexico is starting to see an increase in COVID-19 cases and they are a major supplier of medical equipment. Director Zogg reported there are 19 confirmed cases, 8 probable cases and 5 confirmed deaths in Canyon County. The health districts are focusing on trying to get guidance out for businesses as they prepare to open, and they have taken a lot of calls from elected officials and law enforcement about businesses violating the extension of the Governor's order. The health districts don't condone the businesses decisions to open early but their mission is take steps to protect employees and patrons of those businesses so they are trying to get out in front that by getting guidance out for businesses as they prepare to open. They published some general guidance on their website with updates to follow. The plan is to continue to build on that with providing a template for businesses to use for their operation plans. In working with the Division of Public Health they have asked districts to approve plans for food establishments, so they are preparing staff to provide that to restaurants. There are other businesses that will likely have some needed support and trying to prepare for questions to come regarding salons and gyms. The district is partnering with Idaho State University and the public health grad program to assist with data analysis and transparency of data. Mayor Kling said with the reopening of Slick's Bar it has created a challenge and she has spoken with the Governor's Office about what to do with businesses that are opening prematurely. They also have a lot of questions regarding swimming pools and recreation programs. The city is working on a video with information on business content and health district content. Director Zogg said the health district is fielding a lot of the same questions and the Department of Health and Welfare prepared a draft document that will address questions around staging and different steps. Mayor Kling spoke about how the Idaho Freedom Foundation is encouraging people to not adhere to the Governor's order. The city has received communication from other businesses that want Slick's Bar shut down for disobeying the law. Mayor Dickard said a bar in Melba had a celebration on Saturday and it was packed with people. He is concerned that people will start protesting the social distancing requirements. Commissioner White received a concerned call from Republic Services about crowds at the landfill and reports of 30-50 cars in line. Mayor Kling said she waited in line for an hour at the landfill and

she commended staff for their excellent service. There is a lot of spring cleaning going on and it's a service our community really needs. Clerk Yamamoto said the landfill needs to remain open, and he said if the closures continue past May 1<sup>st</sup> he will advocate that all elected officials forego their salaries. Controller Wagoner said we have to ensure that Republic will continue to pick up the trash in the community – it is their core function. The landfill has taken steps to address issues by waiving fees and are getting people in and out as quickly as possible. Prosecutor Taylor said perhaps the hours or days could be extended for Republic. Commissioner Van Beek said the landfill is an essential service and it must be kept open. Commissioner Dale said there is no need to extend landfill hours. The interest for commercial customers is different and they have a different entrance area they can use. Commissioner Van Beek reported on an offer from the Farm Bureau Federation Board to perform volunteer services so she will put them in contact with Christine Wendelsdorf. Commissioner Dale spoke about how he supports getting the economy going, sometimes the cure can be worse than the problem itself if we don't start to get people back to work. (Mayor Kling, Mayor Dickard and Commissioner Dale ended their conference calls at approximately 2:15 p.m.) Clerk Yamamoto reported that 12,000 ballots have been mailed and there are over 8,000 additional requests as of this morning which they will turn it into H&K tomorrow for the next mailout. It's looking like we could have an abnormally high vote which is good. Sheriff Donahue reported that Director Navarro said the boat docks are in place at Lake Lowell. He asked if the Board can decide today to reopen the lake. Commissioner Dale said the swimming docks are in place on the Nampa side, and as far as opening the lake for the season that is generally a wildlife refuge and Idaho Fish and Game function and it doesn't need Board action to have the lake available for use. Sheriff Donahue will ask Sgt. Kelly Anderson to reach out to the refuge manager about it. He was more concerned about making sure launch docks were out there in case they need to launch a boat for an emergency. Assessor Stender said through May 28<sup>th</sup> there are no registration options available and he read a press release that said because of that law enforcement will suspend enforcement of recreational registration and permits through the end of May 2020. Sheriff Donahue said for obvious reasons the focus of law enforcement will be on education. Prosecutor Taylor said the Idaho Supreme Court issued a number of orders and the most recent one expires on Wednesday. They are anticipating a revised order that will be a lot more relaxed to start court proceedings which will impact many offices and result in an increase of foot traffic into court. The PA will work on a strategic plan for reopening. Sam Laugheed had a question regarding future access to PPE and said if it is determined in part on the current burn rate, he wonders if Director Navarro has access to PPE? Can we enhance our access to it if we say we would be using it? Ms. Wendelsdorf will talk to Director Navarro and see what staff is wearing and lump it into the PPE the Sheriff's Office is using. There was discussion about whether to have masks for courtroom staff. Director Zogg said face coverings of some form are appropriate as long as we have community spread in Canyon County, and it's a good precaution especially as you open business and people coming in. Of course social distancing also helps. Ms. Wendelsdorf said once we know what the Supreme Court says we can plan for people and she will speak with the Prosecutor and Mr. Laugheed about it. Treasurer Lloyd reported that tax reminders go out next week and she will include a flyer that encourages people not to come in, however, some anticipates people will still pay their taxes in person so she will need PPE for her staff. She will phase out the split shifts and will be back to full staff M-F from 8-5. There will be discussion about when to unlock the doors to the Administrator

Building. Commissioner Van Beek asked if there is an update on the request to waive fees. Treasurer Lloyd said the County charges a 2.5% fee for debit or credit card transactions, and \$3 for electronic checks. She spoke with the provider and she can get the fee for electronic fees to be reduced to \$1.50 if the County pays it directly and does not pass it to the customer, but she cannot get the 2.5% card fee reduced. Over the last year there was over \$8.2 million paid by credit card and check and of that, \$74,000 was credit cards and \$4,731 was e-check fees. She doesn't feel the County should cover the convenience fees because it would be subsidizing other taxing districts to collect their taxes. Other options are available such as bill pay that financial institutions offer and it's free of charge. Commissioner Van Beek appreciated the information. Assessor Stender said his staff are moving through mail and phone calls. Plexiglass has been installed on the DMV side and they are working on reopening and reviewing processes. The sales tax tied to not having sales come through will be way down which could affect the budget and other things funded through sales tax. The Assessor was scheduled to go live April 1<sup>st</sup> with the new DMV software but it was pushed to mid-June, now it's October. Sheriff Donahue said the driver's license department is bracing for a large backlog. There was discussion regarding the email from Liz Conner regarding a capital improvement plan (CIP). Commissioner Van Beek said the plans for this and the hiring of Ms. Conner happened long before COVID-19 came into play and she tried to keep her communication brief with 5 questions and it will mirror what the Clerk is trying to do by providing a priority rating scale for all elected officials on what will be the most important areas to fund and how to fund for them and she is looking for input. Ms. Conner mentioned in an email that other groups are trying to get stimulus funding for infrastructure projects and the time is right to get the County focused on developing a CIP. It's a good thing to look at especially with this budget cycle to get everyone to weigh in on what we think is a priority for the County. The Clerk, the Sheriff and the Prosecutor all said they were caught off guard by the email and they believe it is premature at this point. There are questions that need to be answered before completing a survey, such as who is on the project team and what will the CIP include. Commissioner Van Beek said everyone has equal footing and the opportunity to provide input and Ms. Conner is just trying to have a facilitated discussion with the group. Sheriff Donahue said it needs to be an elected officials' meeting and not include the department administrators at this point although their input is valuable but elected officials need to know what CIP means. They have a lot on their plate with the pandemic and this is not a high priority. Clerk Yamamoto said it has a poor look to it when we have people out of work and we are talking about spending money we don't have yet. He wants to table the CIP discussion for the time being because we are all very busy and we need to get back to some kind of normalcy and then take a look at it. The Sheriff agrees. Commissioner Van Beek said it is well appreciated that department administrators are not policymakers but they, like chief deputies, have their fingers on the pulse and have ideas that are generated and that's the idea of inclusion. Prosecutor Taylor said COVID-19 is forcing us to re-evaluate the way we do business, and he doesn't anticipate having much capital improvement in 2021, it's more about looking at cutbacks. Mr. Laugheed said the Board can enter into a contract and invite the elected officials but it cannot compel them to participate. The budget requests that are statutory and questions asked of the elected officials during the budget process likely cover capital improvements and the rankings of things for the office, and so maybe after those requests come in maybe the contractor can use those instead of asking additional questions. Commissioner Van Beek said that's a good idea. Sheriff Donahue said the department administrators should be told

to hold off because a lot of this will be worked out in budget requests. Commissioner Van Beek spoke about the benefits of having a facilitator that allows people to fully participate and be part of the discussions with the elected officials. Clerk Yamamoto said we have no idea what our revenues are going to look like and that's a big problem. A motion was made by Clerk Yamamoto and seconded by Commissioner Van Beek to adjourn the meeting at 3:00 p.m. An audio recording is on file in the Commissioners' Office.

**APRIL 2020 TERM**  
**CALDWELL, IDAHO APRIL 22, 2020**

**PRESENT:** Commissioner Pam White, Chair  
Commissioner Tom Dale, Vice Chairman  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

No meetings were held this day.

APPROVED CLAIMS ORDER NO. 2015

The Board of Commissioners approved payment of County claims in the amount of \$1,623,349.98 for a County payroll.

APPROVED CLAIMS ORDER NO. 4/24/20

The Board of Commissioners approved payment of County claims in the amount of \$99,392.20 and \$90,054.40 for accounts payable.

**APRIL 2020 TERM**  
**CALDWELL, IDAHO APRIL 23, 2020**

**PRESENT:** Commissioner Pam White, Chair

Commissioner Tom Dale, Vice Chairman  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

## LEGAL STAFF UPDATE, CONSIDER INDIGENT MATTERS AND SIGN ACTION ITEMS

The Board met today at 12:33 p.m. for a legal staff update and to consider indigent matters as well as sign today's action items. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Chief Civil Deputy P.A. Sam Laugheed, Deputy PA Dan Blocksom and Deputy PA Brad Goodsell via WebEx, Indigent Services Director Yvonne Baker, Ben Larson from IT, and Deputy Clerk Monica Reeves. The items were considered as follows:

**Consider indigent decisions** – Director Baker reported that the following cases do not meet the eligibility criteria for County assistance: Case Nos. 2020-599 and 2020-596. Upon the motion of Commissioner Van Beek and the second by Commissioner Dale, the Board voted unanimously to issue initial denials for those cases as per the Clerk's findings. The following cases were heard on appeal and as per the Clerk's statement of findings they do not meet eligibility criteria for County assistance: Case Nos. 2020-320, 2020-261, 2020-3, 2020-159, 2020-84 and 2020-324. Upon the motion of Commissioner Dale and the second by Commissioner Van Beek, the Board voted unanimously to issue approvals with written approvals in 30 days. Director Baker advised the Board that an issue has arisen with notarized liens. The Prosecutor's Office will look into the criteria for notarizing medical indigency liens that are brought to the Board for consideration. There was discussion regarding Case No. 2015-1386 which was an approved case from February of 2016. The case currently has a reimbursement account in the amount of \$38,292.22 that was paid by the County and the catastrophic health care fund. The applicant has been consistent on her payments and to date has paid \$925 leaving a balance over \$37,000. She has been laid off from her job and is attempting to sell property she owns in Grangeville for \$15,830 and seeking to retain the proceeds from the sale in order to have an income to live off of. The County has a lien on that property and would typically would ask for payment on the reimbursement account. Discussion ensued. Director Baker's proposal is to do a partial release and ask for a larger payment than \$25. We would not want to release the lien in its entirety. Staff can reassess the monthly payment amount to see if the applicant can pay more than \$25 a month. Commissioner Dale made a motion to authorize a collection of 10% of the net proceeds on the sale of the house in Grangeville to be paid back to the medical indigency office to cover the costs that were paid on the applicant's behalf. The County will do a partial release of the lien. The motion was seconded by Commissioner Van Beek and carried unanimously. Dan Blocksom will draft a partial release lien for the Board to consider. Director Baker left at 12:50 p.m.

**Legal notice of entering into personal services contracts for conflict public defender services** - The Board recently signed contracts with Rondee Blessing and Kevin Shupperd for conflict public defender services and the public defender's office anticipates payment to the contractors may exceed \$10,000 over the course of a year and so the Prosecutor's Office has prepared a legal notice for publication. Upon the motion of Commissioner Dale and second by Commissioner Van Beek, the Board voted unanimously to sign the notice which will be published in the Idaho Press-Tribune.

**Legal staff update** – Sam Laugheed advised that he had just received a copy of the Governor's Order, "Idaho Rebounds". He also said the Sheriff and the Board will need to discuss the recent order from the Supreme Court and how it will affect traffic in the courthouse. Both items will likely be discussed amongst

the elected officials' meeting this afternoon at 1:30 p.m. Commissioner Dale reported that crews will do some repair work on a cable for one of the docks at Lake Lowell. Commissioner White reported briefly on the communication she received from the Caldwell Chamber of Commerce called Idaho Gem, which promotes local businesses.

The meeting concluded at 1:01 p.m. An audio recording is on file in the Commissioners' Office.

#### MEETING WITH ELECTED OFFICIALS TO DISCUSS COVID-19 UPDATES

The Board met today at 1:31 p.m. with elected officials to discuss COVID-19 updates. Present were: Commissioners Tom Dale and Leslie Van Beek, Sheriff Kieran Donahue, Clerk Chris Yamamoto, Controller Zach Wagoner, Chief Deputy P.A. Sam Laugheed, PIO Joe Decker, Emergency Operations Manager Christine Wendelsdorf, Other concerned citizen, Commissioner Pam White, Coroner Jennifer Crawford, Treasurer Tracie Lloyd, Prosecutor Bryan Taylor, Assessor Brian Stender, Mayor Dickard, Mayor Nancolas, Mayor Kling Director of SWDH Nikki Zogg and Greenleaf City Clerk Lee Belt participated via teleconference and Deputy Clerk Jenen Ross.

Sheriff Donahue said Sgt. Anderson has already assisted one craft on Lake Lowell. They are not fully staffed out there yet but will be over the weekend. Some additional thermometers for the jail arrived today and the protocols are still in place which include deputies being checked at the beginning and end of each shift and inmates being checked twice daily. In response to a question from Commissioner Van Beek, Sheriff Donahue said they haven't seen many differences out in the community in regard to the level of civility since the Governor's orders. He said there really hasn't been an uptick in domestic violence reports, but he also worries that perhaps people don't have the opportunity to reach out for help with the stay-at-home order in place. His office continues to respond to emergent/response calls for crimes in progress and people continue to be booked into the jail on felony charges.

Ms. Wendelsdorf said she just got back from a meeting with SWDH where everything appears to be going well. They continue to work on the heat maps for both Owyhee and Canyon Counties. SWDH continues to support the hospital systems in finding housing for homeless patients who test positive. At this time Ms. Wendelsdorf does not know how the cost of that housing will be covered, she is not sure if it would be considered a reimbursable expense. EM tactical meetings are still happening weekly to coordinate efforts. Sheriff Donahue said that there are some negotiations happening between the White House and the Walmart Corporation to set-up some limited testing sites so that hospitals don't become overrun. He said there has been one preliminary conversation between himself, Ms. Wendelsdorf, Ms. Zogg, Mayor Nancolas and the Walmart Corporation to see if/how that would look in this area. It was a very preliminary conversation and doesn't know that he wants to say much more other than it wouldn't be general testing it would be for people who are symptomatic. Ms. Zogg addressed the Abbott testing machines saying that the machines are here but that they are waiting on the testing materials which should be arriving within the week. The planned use for those machines is for congregate settings such as jails or care facilities so that people would not have to leave a facility for testing. Ms. Zogg said that both the Abbott tests and the tests that will be offered at Walmart are both valid tests unlike the antibody testing.

A conversation was had about the Supreme Court order in regard to PPE. There is question about who masks need to be provided for and who's required to wear a mask. The other question involves the cost of the supplies. Ms. Wendelsdorf believes that some supplies will have to be purchased by the county, although some of it should be reimbursable. There are steps that can be taken so that masks can be multiuse vs. one-

time use and Ms. Wendelsdorf said she can provide instructions to department heads on how to properly re-use the masks. Mr. Laugheed said the order just states a covering of the nose and mouth; there may be different levels of covering needs. The order is a little vague, but several others have been clear in stating that a face covering is needed in the courtroom and court service offices, not necessarily the courthouse as a whole. Ms. Wendelsdorf would like to have a more in-depth discussion with elected officials addressing what they feel their need is for this. She also noted that PPE usage will need to be reported to her daily in order to be eligible to receive additional PPE. All the elected officials committed to evaluating their needs and having numbers ready to discuss at the next meeting on Tuesday. Commissioner Van Beek wondered if there was the possibility of a volunteer group making masks. Ms. Wendelsdorf agreed that was a possibility but noted a lot would depend on the volunteer base and that there is a lack of supplies (fabric and elastic) readily available.

Commissioner Dale said we have not seen the overrunning of hospitals either nationally or locally as models indicated and asked Sheriff Donahue if there should be a reevaluation of the use of Pod 6 as a jail facility again as intended. Sheriff Donahue believes this decision is still probably way down the road. He thinks that with things starting to open up again there may be a rise in cases. With the limited court proceedings and limited numbers of arrests by law enforcement agencies in this region, the number of inmates is at a manageable level and there isn't a need to open it up to inmates at this time. Sheriff Donahue said he participates in a daily call with the National Sheriff's Association and the White House and there are indeed areas of the county that are seeing surge, especially in jails where there is a close population.

Prosecutor Taylor and Mr. Laugheed spoke briefly about the Supreme Court orders to get courts open again. Mr. Taylor said that the Supreme Court is asking for everything to be done virtually thru the summer and limit the number of people coming into the courthouse. It postpones all jury trials to at least August 3<sup>rd</sup>, and anyone in a courtroom will be required to wear a mask as well as comply with the 6-foot social distancing recommendation. It is anticipated that the ADJ and TCA will be reaching out as it does impact a number of offices. There are still questions about the provision of masks and technology so that the public can view the court proceedings as there is a constitutional right for the public to be present.

Treasurer Lloyd said there will probably be a meeting next week among the departments and offices within the administration building to discuss plans for reopening the building.

Ms. Zogg said a lot of what they've been working on is getting guidance out for businesses and restaurants. They have been receiving a lot of questions from establishments on how to set up their operations for opening or opening differently. Right now, they are not doing routine inspections of restaurants, but they are responding to complaints and doing inspections, as necessary. Some of the complaints include unsafe food handling, lack of social distancing among patrons and some employees of establishments making complaints of unsafe work conditions. Currently there are 205 lab confirmed cases, 10 probable cases and 6 confirmed deaths. They are also working collaboratively with the City of Caldwell, Canyon County, and the Walmart Corporation to get a testing site established within the county. The testing is federally funded and staffed by Walmart volunteers to operate the testing site; there will be no cost to be tested. They are still in a holding pattern with the Abbott testing waiting for the supplies to arrive. Two locations within the county have been identified as testing sites, one will be at the SWDH office and the other machine will be mobile to go out to congregate facilities to provide testing. They are continuing to manage the logistics of PPE requests, doing investigations of contact tracing and monitoring.

A conversation was had about complaints that are being received, Prosecutor Taylor said he would like to see a unified message between the county and the cities. What he's seeing in his office is an array of different

responses ranging from giving up and taking no action to more stringent enforcement and then some who are looking for guidance at the state level. It's been very difficult to provide any clarification or guidance on prosecution other than each case is taken individually based on the city's intent. Mr. Laugheed said that the notion of a "blanket response" is what is problematic for him; each situation will need to be looked at on a case-by-case basis. Sheriff Donahue said that his office continues to respond to complaints by educating as to what the Governor's order says, to this point they have not written a citation or forwarded anything to the Prosecuting Attorney's office. Commissioner Van Beek asked Prosecutor Taylor if he thinks a lack of consequences will encourage other business or cities to open at their own risk. Prosecutor Taylor said he has no way of knowing what others will do but that he has yet to have a law enforcement agency submit a report in regard to a violation. Mayor Kling said that they are using the guidelines for reopening provided by SWDH and working to get them out to the area businesses. Mr. Laugheed said what they've heard from local law enforcement is that they are maintaining dialog with the business and he feels that's important to not become adversarial with anyone and this is a good way to go.

Mayor Kling spoke about items within Nampa stating that she met with Slick's Bar and although they were making a statement in re-opening, they were not aware they would be a rally location for the Freedom Foundation. Her understanding is that all the other bars within Nampa are planning to open on May 1<sup>st</sup> but she has let her police department know that she in no way wants Nampa to be the focus of any national news story. She believes in addition to the Coronavirus there is also an element of civil unrest that has to be addressed. Clerk Yamamoto said he echo's what Mayor Kling is saying. He believes that May 1 is the date that a lot of businesses will open and there will be an avalanche the follows that in people opening. He said that this county has got to go back to work and that he disagrees with the Governor's opening program. He believes the best thing to do would be to educate people on safe practices and that government needs to get out of peoples way in getting their business open since government is taking a paycheck and telling individual business owners that they can't. Mayor Nancolas said that they have a couple businesses intending to open but for the most part they've really only heard from salons wondering where they fit into the order. They have been encouraging business to practice safe protocols and he has instructed his police department that they are not to be confrontational but to continue to educate. City Hall and other city buildings will remain closed with employees working from home although golf courses have been opened. Sheriff Donahue addressed the Clerk's comments stating that he doesn't feel that we are in the way of anything; the county has essential services that are being provided and although we've modified or adapted the way things are done the essential services are still being maintained and keeping employees employed is very important. He does believe the economy needs to get moving and he too would like to see things opened back up.

Mayor Dickard has a feeling the bars and restaurants in his area will be opening back up on the 1<sup>st</sup> if not before and he has no intention of telling them they can't; they don't have resources to fight back against it.

Greenleaf City Clerk Lee Belt spoke about how WICAP will be providing a food box distribution event at city hall on May 14<sup>th</sup>. He expressed his appreciation of the assistance he's received from Ms. Wendelsdorf in coordinating this.

Clerk Yamamoto said the first waive of ballots went out last Friday and the next waive will go out this Friday which will put them right at about 20,000. Due to the circumstances this election has been in the news for quite some time and people seem to be in a panic about being able to vote even though more people have early voted for this election in Canyon County than ever before. They've encountered an issue of 4 people receiving the incorrect ballot and they've been in contact with the state to resolve the issue. They will continue the Friday mailouts until they get closer and then it will change to a daily mailout. He is considering, and

asking the Board to consider, waiving the alcohol license fees for businesses that have been shut down. Last year the revenue to the county for the licenses was \$51,000, he believes this year if the fees were waived it would equal about half or just above that amount. Commissioner Dale said his initial thought is that it could create a pretty big headache with having to issue refunds as many license renewals have already been signed. He is not in favor of doing this and he hopes these businesses are up and running soon. Although they were closed for a month that is a pretty small amount of their overall revenue. Commissioner Van Beek offered support for Commissioner Dale's position although she would like more information from the Clerk. Mayor Kling said that the State of Idaho is offering extensions for the licenses and the city voted to mirror what the state is doing. An extension would have to be requested but if a business is closed and can't afford to renew their license this would provide them the opportunity to postpone until they are open again, additionally they may prorate the fee based on the time the business was closed.

Commissioner Dale moved to adjourn the meeting. The motion was seconded by Commissioner Van Beek.

The meeting concluded at 2:46 p.m. An audio is on file in the Commissioners' Office.

**APRIL 2020 TERM  
CALDWELL, IDAHO APRIL 27, 2020**

**PRESENT:** Commissioner Pam White, Chair  
Commissioner Tom Dale, Vice Chairman  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

No meetings were held this day.

**APRIL 2020 TERM  
CALDWELL, IDAHO APRIL 28, 2020**

**PRESENT:** Commissioner Pam White, Chair  
Commissioner Tom Dale, Vice Chairman  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

ELECTED OFFICIAL'S EMERGENCY MEETING RE: COVID-19

The Board met today at 1:32 p.m. for an elected officials' emergency meeting regarding COVID-19. In attendance were: Commissioners Tom Dale and Pam White, Sheriff Kieran Donahue, Assessor Brian Stender, Treasurer Tracie Lloyd, Prosecutor Bryan Taylor, Chief Civil Deputy PA Sam Laugheed, Clerk Chris Yamamoto, Controller Zach Wagoner, SWDH Director Nikki Zogg, PIO Joe Decker and EOM Christine Wendelsdorf and Deputy Clerk Monica Reeves. Those present via conference call were: Commissioner Leslie Van Beek, Coroner Jennifer Crawford, Mayor Garret Nancolas, Fire Chief Mark Wendelsdorf, and Chief Carpenter from Nampa. The meeting took place

in the public meeting room of the administration building and was chaired by Sheriff Kieran Donahue. Items were discussed as follows:

Sheriff Donahue reported he is going to start bringing employees back to work and it will include the records division opening their window from 9 a.m. to 12:00 noon and 1:00 p.m. to 4:00 p.m. Employees in CID, crime lab, civil process, and warrants have been working on a rotating schedule but the plan is to bring them back on regular shifts. They are looking to slowly start back up with driver's license services on Monday so they can address the backlog; staff will manage the front door to limit the number of people (10-20 at a time) who can be in the building. Assessor Stender said they are exploring options including the possibility of upgrading a component where the queuing system will text a person when they are two people away from being called. This will allow people to sit their cars and wait for their turn rather than being inside the building. They will have a greeter outside with two-way radios and a person inside to help manage the flow; there will be two express lanes and they will close the adjoining lanes so people can maintain a distance of six feet. One employee will handle titles, two employees will cover the telephones, and eight employees will do title transfers and other tasks. There will be a greeter and two lines outside the building and they plan to close some of the upfront parking spaces to use as queuing lines. The process is expected to be slow. Treasurer Lloyd said warrants of distraint have been turned over and she asked if the civil department will conduct Sheriff's sales. Sheriff Donahue will look into that. There were restrictions on people coming into the courthouse, but it may be possible to do the sales outside the courthouse now that the weather is nicer. Sheriff Donahue spoke about Pod 6 and the maintenance projects and priorities they are seeing from the jail side of things. The original plan was to move the females to Pod 6 which would buy the facilities staff some time to address the maintenance issues that haven't been done in years. With moving females out they can use Pod 3 and do the maintenance items in 2-3 weeks and then they can start putting males in there. They are considering moving the female population of 45-50 into the far eastern side of Pod 6 where they have 4-person cells for day use, and then they can move the male inmate workers into one of the units in Pod 3 which would allow for maintenance. With courts not being in operation there is a small window of time to do the maintenance and if they can get a commitment from the Board to have Paul Navarro assign as many employees as possible to do the painting and general upkeep in Pod 3 they can have some males in there and rotate them to in Pod 3 if the females are in Pod 6 on the far eastern side. He wants to leave the far western side of Pod 6 for isolation in case there is an outbreak in the jail. He stressed the importance of getting the maintenance done as soon as possible. The Sheriff said some facilities employees are working on an additional building for the parks department at Lake Lowell and they need to be pulled off that job and assigned to Pod 3. Commissioner White said Director Navarro has advised that his staff has 114 maintenance tickets they are working on. Prosecutor Taylor said jail concerns are more important than parks issues and perhaps Director Navarro needs to work with the elected officials to prioritize what is essential. Commissioner Dale said we have planned all along to do this renovation when Pod 6 was open and it's in the budget and he thinks we should talk to Director Navarro about delegating and reserving the manpower and move forward with it. Commissioner White asked how the offices and departments are going to address the Governor's four-phase proposal for reopening. Sheriff Donahue said it's up to each elected official on how they reopen their respective offices. He agrees with Prosecutor Taylor that the jail is a priority and we have to

get setup and this window of opportunity is going to close so we need to get that maintenance done. Commissioner White asked we have a certificate of occupancy for Pod 6. The Sheriff said we have a temporary certificate of occupancy and we need to get this plan in place. Commissioner Dale agrees with the Sheriff in that it's a project that's been planned and we have been restricted from doing it because we didn't have the certificate of occupancy but we have it now so we need to get the maintenance done. Sheriff Donahue said they are going to ask Judge Southworth to extend his administrative order on the suspension of work release and ask for another 30 days which will get us to June 20 and buy time to deal with the maintenance. Facilities staff can be working on the things we told the City of Caldwell we would do such as planters and the drip line system for those planters outside of Pod 6. He also wants to see the screen material to go up on the Pod 6 outdoor recreation area that faces Chicago Street because we need to show the city we are getting those things done. Commissioner Dale said Director Navarro needs to organize this. The Sheriff said we can discuss it again on Thursday and he will initiate an email to the Board addressing the timeframe. Commissioner Van Beek appreciates the plan and she has the same sentiment as Commissioners White and Dale in that everyone is working under a backlog and we need to get everyone in the same room and figure out how the prioritization is going to work. Director Zogg commended the Sheriff for the screening protocols he uses to keep the inmates and staff safe and she said it sounds like what is being planned can be undone if necessary in terms of it's a maintenance project and we can move people back if needed in order to expand space to quarantine people. Sheriff Donahue said X3 and X2 are not in use and it puts everybody in that one central building where the officers can help each other because they are in such close proximity. They are watching their manpower issues in terms of people who have high temperatures and not coming in. Commissioner White asked what date the Sheriff is considering putting females in Pod 6. Sheriff Donahue said they are looking at a tentative date of May 11, but it's not a firm date.

Christine Wendelsdorf reported she sent an email to set the premise for today's discussion regarding PPE. The FEMA supply has been reserved for hospital workers and first responders so the County will have to purchase PPE for courts, facilities, and other departments. She spoke about the tier system, which is rated 1 through 5 with law enforcement being on Tier 5, and other elected offices on Tier 6. She and Joe Decker will meet with the trial court administrator to see if they can put a plan in place for getting PPE counts. She will contact the department administrators and let them know what we're dealing with because it will require daily reporting in order to establish a burn rate. Hopefully at some point in the future FEMA will allow everybody to pull out of their stockpile, but that's not happening now. The Supreme Court has issued an order stating anybody entering a courtroom has to wear a mask. It also states anyone entering the courthouse will have to wear a mask but the concern is not everyone will have a mask so who will pay for that and how will we enforce getting the masks back so they can be sent to a cleaning service. If this is going to be the norm there will be a major run on PPE and then what do we do. Should we buy enough now for a stockpile? There needs to be a discussion of whether we buy PPE, and if it's determined that we should then she will order it and will discuss what numbers people need and then she can map out how much is given to offices/departments. Prosecutor Taylor said each office should email Ms. Wendelsdorf with their anticipated numbers of PPE then she can compile the number that the County has to buy and the Board will make a financial decision, or it can be done in each individual budget. There was discussion about the benefit of purchasing it all at once

in order to get a discount. Sam Laugheed asked if we are talking about PPE to protect the wearer or other people, because it's not reasonable to interpret the Supreme Court's order to say that everybody has to wear an N95 mask. There needs to be further discussion. Ms. Wendelsdorf will speak with the trial court administrator and see if they have any answers. The PPE will consist of primarily masks, hand sanitizer, and gloves for those who handle cash. There was discussion about the need to educate employees on cross contamination and not coming to work when they're sick. Mr. Laugheed said the County as the employer doesn't necessarily have a legal obligation to provide everything an employee might need to come to work and if one of the expectations is you have to have surgical style masks it's not unreasonable that employees have to start with themselves. Director Zogg said surgical masks will be hard to acquire and are reserved for medical staff. The message should be a cloth face covering. Ms. Wendelsdorf estimates the cost for PPE could range from \$10,000 to \$20,000 and it may or may not be reimbursable. She will send an email to the elected officials giving ideas of prices and availability so the County can make a unified decision. Planning is already underway for the second wave that's expected this fall. Controller Wagoner said for reimbursement purposes having those expenses in one central location would be very beneficial. Mayor Nancolas said the city is making sure they have enough PPE for police and fire personnel, and they have installed plexiglass in city hall to separate personnel from customers. Their main focus is safety for personnel. The city is interested in participating with the County in purchasing mask and gloves. Ms. Wendelsdorf will extend the offer to other elected officials as well. Director Zogg said they are anticipating things will be slow over the summer although it depends a lot on human behavior. They are taking an opportunity to see where they can better prepare for the next round. We don't have enough people protected in the community to have herd immunity established. Ideally we would see a continuation of 20 or so new cases a day in the state or until we have a vaccine, but that is unlikely, but as a worst case scenario there could be a dramatic increase in cases in the fall. They are continuing to see cases in Canyon County and continuing to see community spread, but the cases are no longer climbing so that is good. The health district is trying to get guidance to businesses and local agencies so they can plan for reopening and doing it safely. They are identified in the Governor's plan for reopening to review and/or approve operating plans for all restaurant establishments and daycares. They have a template operating plan on their website and they are working in collaboration with other districts in the state to develop more specific guidance for salons and tattoo parlors, places with frequent touch. They are also working on increasing access to testing. They have a partnership with Walmart, and they have a machine at a state lab waiting for testing kits to come in. Mr. Laugheed asked if it looks like the conditions referenced in the Governor's order have been met. Director Zogg said "kind of", epidemiologically, she's feeling pretty good about stage one which starts on May 1, but of course it depends on human behavior. The simple ways to break the chain of transmission have to deal with the social distancing, respiratory protections, and staying home if you're sick, but if people get complacent we'll see more cases. Commissioner White again asked how the County will address the Governor's four-phased plan and whether it will be done on an individual basis by each elected official. Sheriff Donahue said everything the Sheriff's Office does is essential and we must move forward to address the needs for the citizens. Commissioner White said it will be up to each one of us. Prosecutor Taylor said it's important as elected officials that we lead by good example by following the order. His office will keep the status quo and most court hearings will be done telephonically so hopefully people can do that from home. They will

continue to comply with social distancing until we get to stage 4, but then we have to figure out how to space people out. Mr. Laugheed said the Board's department administrators came up with continuance of business operations plans and so it would be appropriate to have the administrators adopt them looking at the Governor's phases. It's important to come up with measurable standards. Sheriff Donahue said that's an excellent plan and we all need to look at what we have submitted and see what we have on hand. The Board should ask its department administrators to look at their plans and map out where they see phases 1-4. Assessor Stender asked if we have the ability to deny customers if they're not wearing masks. Mr. Laugheed said it's arguably overreach, but he wants some time to think about that. Commissioner Dale is hesitant to require every person coming to courthouse to wear a mask. Prosecutor Taylor reiterated the need to prioritize the maintenance tickets. Treasurer Lloyd said Director Navarro has someone coming in tomorrow to go through various offices and get an estimate for plexiglass projects. The Sheriff said they have plexiglass at each station at the driver's license office and they have it in the records division as well. The cost was approximately \$2,000. Clerk Yamamoto said the public and businesses need to be complimented for adhering to the guidelines. Patience is wearing thin and people will start doing things because they need to make a living. He has access to a brand new do-it-yourself COVID-19 blood test that renders results in 30 seconds. He is able to purchase the tests from his brother-in-law who is a CEO at lab in Kansas City and he wants to know if the elected officials are interested in purchasing tests. The wholesale price is \$33 per test, but he can get it for less. Commissioner Dale asked what the purpose and goal would be. Clerk Yamamoto said the advantage is if someone is sent home sick they could take the test and if it's negative they would be out a few days versus 14 days. It would be a voluntary test at County expense. Mr. Laugheed has some questions about the science and accuracy of the test. There was discussion about having an option available that would help us not shut down offices/departments and how we could possibly put money toward a tool that could be useful in 6 months. Clerk Yamamoto said the company could share the information about science and how it works. Sheriff Donahue said it's prudent to get more information and then share it with the group. The Clerk reported that of the 20,000 requested ballots that have been sent out they have received approx. 5,000 back in the office. He estimates they will have another 5,000 by the end of the week. They are allowed to open and count, but he has elected not to. On May 20<sup>th</sup> they will start opening, flattening, and counting and he is working with Joe Decker and IT to set up a live stream of that process possibly via YouTube. The secretary of state said they have to accept absentee ballots until 8:00 p.m. on June 2<sup>nd</sup> and they expect results then too. He wants to have everything counted by June 1<sup>st</sup> so that whatever they get on the last day it's not a big process. He is waiting because there are people who are concerned about mail-in voting and fraud so staff is locking the ballots away and when they start the opening process they will live stream it. Prosecutor Taylor said they still have no answers on court operations that will resume on May 1<sup>st</sup> but they are hoping to have more information tomorrow. Mr. Laugheed had a brief conversation with the TCA and suggested he didn't think elected officials would be requiring people to wear masks. He had the conversation to start trying to draw a line on what the courts can direct. The groundwork is there for discussion. We are not on the road to provide masks for everybody coming in the door. Clerk Yamamoto has requested the marshal continue to be at the door to the administration building for a while longer. Treasurer Lloyd said the marshal has been a great service to customers and they have been talking about putting a drop box at both entrances to the administration building. They want to continue

with the marshal and keep access restricted at this point until we get further along in the reopening phase. The Treasurer's Office is open with full staff and they are going back to business as usual. Assessor Stender is glad to have the main door stay closed for a while longer. His office is open and they have seven stations but will alternate the ability to have a customer at every other station to comply with social distancing and they will clean stations after each use. The marshals have convinced people to put their applications in the drop box rather than going to the Assessor's or Treasurer's Office. Sheriff Donahue suggested the group condense the emergency meetings to once a week on Thursdays. The group agreed to the reduced meeting schedule of Thursdays at 1:30 with local mayors joining at 2:00 p.m. If an emergency arises the meeting frequency could be increased. Upon the motion of Clerk Yamamoto and the second by Joe Decker, the meeting concluded at 3:00 p.m. An audio recording is on file in the Commissioners' Office.

**APRIL 2020 TERM**  
**CALDWELL, IDAHO APRIL 29, 2020**

**PRESENT:** Commissioner Pam White, Chair  
Commissioner Tom Dale, Vice Chairman  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

No meeting were conducted this day.

**APRIL 2020 TERM**  
**CALDWELL, IDAHO APRIL 30, 2020**

**PRESENT:** Commissioner Pam White, Chair  
Commissioner Tom Dale, Vice Chairman  
Commissioner Leslie Van Beek  
Deputy Clerk Monica Reeves / Jenen Ross

MONTHLY MEETING WITH ALL DEPARTMENT ADMINISTRATORS TO DISCUSS GENERAL ISSUES, SET POLICY AND GIVE DIRECTION

The Board met today at 11:04 a.m. with its department administrators (DA's) to discuss general issues, set policy and give direction. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Captain Daren Ward, Harold Patchett, Facilities Director Paul Navarro, Director of Misdemeanor Probation Jeff Breach, Juvenile Detention Director Sean Brown, and Deputy Clerk Monica Reeves. Present via Webex: Public Defender Aaron Bazzoli, Weed Control Superintendent AJ Mondor, Landfill Director David Loper, Fair Director Diana Sinner, Chief Probation Officer Elda Catalano, IT Director Greg Rast, County Agent Jerry Neufeld, Fleet Director Mark Tolman, Ambulance District Director Michael Stowell, HR Director Sue Baumgart, Fleet Director Mark

Tolman, Emergency Manager Christine Wendelsdorf, County Agent Jerry Neufeld, Debbie Lowber from the Extension Officer, DSD Director Tricia Nilsson, and PIO Joe Decker. For the part of the meeting the group watched Governor Little's press conference on the state's four-phased plan to reopen. Commissioner White asked DA's to submit their plans to reopen their offices. Commissioner Dale said any major changes should wait until Monday so we can use the weekend to work out anything that needs to happen. Director Navarro reported they have completed the Plexiglas projects at the DMV, on both the Assessor's side and the Sheriff's side. The extension office and misdemeanor probation have also asked for Plexiglas installations. Staff has already completed installations for the Sheriff's Office, SILD, and the records department. Joe Decker said a few DA's have submitted updated operational plans and so he and Christine Wendelsdorf will get those incorporated into the larger document that included the Board's plans. Ms. Wendelsdorf said masks should arrive on Monday and she will take inventory and report them. The masks are washable/re-useable. She is still trying to procure gloves for those who deal with currency. There are differing opinions on the use of gloves and masks but the Board will have to decide how that's handled. Commissioner White said masks are in Phase 2 as part of the Governor's stay healthy plan. Director Rast reported on the webpage being set up for the PPE requests. Mr. Decker said the State of Idaho is using Survey 1, 2, 3 for their daily reporting but our site is Canyon County specific and it mirrors the state's site in the hope we can have all agencies in Canyon County submit their requests and their daily burn use through that site. Director Rast said if we have tools on the backend for reporting so we could use our website as the main funnel for all those requests. Public Defender Bazzoli said the Supreme Court's order requires all courtroom participants to wear face masks and he asked if the County will provide them. He ordered masks and gloves in April but they have been on backorder for weeks. Commissioner Dale said we are not responsible for providing masks for people going into courtrooms, they have to be responsible for themselves. Mr. Decker said they spoke with the trial court administrator and they procured a fair amount of cloth masks and if the County is able to purchase masks for employees then there might be small stockpile of small masks that TCA would set aside for court. There is a concern about court patrons who aren't allowed inside without masks, but if a citizen has a meeting at the Sheriff's Office, for example, they are allowed in without a mask. Whatever we do at the front door needs to be uniform. Commissioner Dale appreciates the TCA having masks available but if we start doing that then the expectation is you have those for everybody. We should not start that practice. We need clarification from the Supreme Court on the discrepancy in the language in the order. He recommends that the requirement for masks going to courtrooms would be handled at the door of the courtroom not at the security entrance to the courthouse. Fleet Director Tolman said his employees wear masks if they are working within six feet of each other, but if they are spread out and distanced then it's up to them if they wear a mask, but if someone comes into the shop he wants to require them to wear a mask. Commissioner White has no objection to that. Ms. Wendelsdorf agrees with Director Tolman's plans. Chief Probation Officer Catalano asked if employees are required to wear masks. Her staff is required to wear masks if they leave the facility. Commissioner White said the Board is not requiring masks. Mr. Decker said the CDC and health districts recommend you wear masks and if we want to lead by example we should make an effort to wear them. Commissioner Van Beek said she received a call from Keri Smith-Sigman from Destination Caldwell and they are working with the city to host proms, graduations, and farmers market with the Governor's staged plan to reopen, and she is

asking if the County is going to move forward with the fair. Commissioner Van Beek said she replayed to her that the Board had briefly discussed it but further discussion would be forthcoming, but she wonders Director Sinner has met with the city to look at their plans. Ms. Wendelsdorf said she has a meeting tomorrow with Director Sinner and she will be working to see what we will do with that and as soon as they have some information she will let the Board know. Director Sinner said she will reach out to Ms. Smith-Sigman and the city officials. She spoke with Caldwell Event Center staff and they think they need to get the Caldwell Night Rodeo Board, the College of Idaho, and staff to develop a protocol because whatever happens on that complex affects all of their entities and they want to have a consistent plan moving forward. Commissioner Dale said he also spoke to Ms. Smith-Sigman and the plans to figure out how to use Indian Creek Plaza for some outdoor events and those efforts will help inform the conversation about rodeos and the fair. He's heard smaller fairs are continuing with their plans to move forward. Director Sinner said she's been in contact with the National Fair Association multiple times a week, and a recent webinar focused on 4-H and FFA activities exclusively at a fair and how to proceed with that. Some states not allowing 4-H to have in-person events so those fairs are trying to figure out how to move forward without a 4-H presence. She is in contact all the time and is working on four different plans for the fair this year. Director Navarro said Sheriff Donahue has made a request that staff escalate to the highest priority a project to renovate Pod 3, which is a female housing unit in the jail. They are going to be moving inmates on May 4 into the temporary trailer jail known as Pod 6 and on Tuesday, May 5 they will start the project of painting and lighting upgrades and overdue plumbing upgrades. Many of the other projects and work orders will likely be delayed. Staff was called back to work last Monday to put docks at the lake and so they just stayed working; the housekeeping staff will be back to work fulltime on Monday and so his department will be jumping to Phase 4. The facilities department receives anywhere from 75-80 work orders a week, and if it's a low priority he will respond personally that they do not have manpower to cover the work orders and so staff will be assigned to the high priority project. Commissioner Van Beek asked how long the Pod 3 renovation will take. Director Navarro doesn't know for sure, it depends on how much work there is, but he hopes it's not more than 3-4 weeks. Originally they were going to work in Pods 1, 2, 3 & 4, but when they had an occupancy permit to occupy Pod 6, knowing the fair was coming and now that COVID-19 has thrown everything into disarray, they are punting. They are scheduling everything to make this happen for Pod 3. Commissioner Van Beek asked if the plan is to move Pod 3 into Pod 6 and then renovate Pod 3 and continue around that circle of the other three pods. Captain Ward said that is the plan. Director Navarro said if the fair happens he has to set up for that starting June 22 and he cannot do Pods 1, 2, and 4 because he cannot be in two places at once. When the fair is done we are happy to work on Pods 1, 2, & 4. As for displacing the parks staff, they are trying to figure out how many staff to assign to Pod 3 as fast as possible to get as many people back to the parks project at Lake Lowell as fast as they can. Commissioner Dale said the priority is to get Pod 3 done because we have this window and the rest can be orchestrated as needed. Captain Ward does not believe that is what the Sheriff was trying to articulate in his email. We are going to have this one chance to renovate the jail and so the Sheriff's thought was that we start with Pod 3 and we continue with that plan of moving Pod 2 inmates to Pod 3, doing Pod 2, Pod 1, and Pod 4. It's going to be time-dependent on manpower. Commissioner Van Beek said if we get Pod 3 done and the Board makes a decision to move ahead with the fair, which she thinks is a good thing, there may have to be some staging in there where

the rest of the pods wait while we pause and do that. There has to be some coordination and flexibility. Director Navarro said another option is to hire a contractor, but that's not a desirable option for anybody. The fair is the wildcard, there is no way to do Pod 2, Pod 1, and Pod 4 at the same time. Captain Ward said the jail population is down where they are able to do this and not worry about having too many people, and his fear is once the courts start opening up more the jail population is going to spike and we'll lose the window of opportunity to get the work done. Commissioner Dale said the plan last fall was that we anticipated a full jail population so that there was the opportunity to schedule the work to be done, move the females out of Pod 3 into Pod 6, and work on Pod 3 and then move the population out of Pod 2 into Pod 3, and those plans were not accounting for this current situation where the jail population down compared to what we've seen. Director Navarro said we still don't have a temporary certificate of occupancy for Pod 6 – it was all hinged on everything flowing smoothly and being able to occupy, which we don't technically have other than an expiring temporary certificate of occupancy. Commissioner Dale said we can work this out so Pod 3 is the primary thing to get done right now. Director Navarro said he would love to do Pod 2, Pod 1 and Pod 4, but is it the fair or the jail? It has to be one or the other, not both. We don't know how long it will take, we anticipate it will last three months. The discussion then turned back to masks where HR Director Baumgart questioned that employees aren't required to wear masks, but we're saying good to lead by example by wearing them. Commissioner White said that is correct. Director Baumgart said some departments are requiring employees to wear them when they come in. HR sees a lot of employees who work with the public coming into HR and she asked who is responsible for purchasing other employees' masks. Ms. Wendelsdorf said we purchased masks for employees, however, there is a responsibility for the employees to take care of them because we are not providing one for every day of the week. We'll provide what we can but part of it falls to the employee and we'll work together to make it happen. Director Baumgart will remind employees that if they are to meet with HR staff they are to bring a mask. Commissioner Dale said if we start going down the road to provide masks because they didn't bring one to an appointment we will open a door we don't want to open. People need to bring their own mask. Fleet Director Tolman asked about the status of the inmate worker program. Captain Ward said the inmate workers the fleet department uses will be gone through June. They are waiting on the signed order from the administrative district judge. They are bringing back the SILD program on a limited basis the week of May 18. The meeting concluded at 12:05 p.m. An audio recording is on file in the Commissioners' Office.

#### LEGAL STAFF UPDATE, INDIGENT MATTERS, LETTER OF REVOCATION FOR THE RANCH, AND MOTOROLA AGREEMENT

The Board met today at 12:08 p.m. for a legal staff update and to consider action items. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Indigent Services Director Yvonne Baker, Hearing Specialist Kellie George, Deputy P.A. Dan Blocksom, and Deputy Clerk Monica Reeves as well Emily Howell from Recorder's Office who participated via Webex. The items were considered as follows:

#### **Consider indigent decisions and liens:**

Case No. 2020-630 does not meet the eligibility criteria for county assistance. Upon the motion of Commissioner Van Beek and the second by Commissioner Dale, the Board voted unanimously to issue a denial as per the Clerk's findings with a written decision within 30 days.

Case No. 2015-1386 was discussed by the Board last week where it was decided with the sale of the applicant's property that she would retain 90% of the proceeds and the 10% would be a payment to Canyon County Indigent Services. The applicant will continue to make a \$25 monthly payment. Today the Board will sign the decision that reflects last week's decision.

Director Baker advised she will bring someone from her staff to notarize indigent liens that are signed by the Board. For years the liens used to be signed as ministerial matters, but they will now be placed on the Board's agenda for consideration. The signing of liens does not require a vote of the Board.

Director Baker informed the Board about a matter regarding Case No. 2011-1583. The applicant is deceased and his spouse is seeking total lien forgiveness. The amount paid by the County was \$36,187.60, and the monthly reimbursement amount is \$20. The current balance is \$34,077.60. The spouse is making monthly payments of \$5, and her monthly income is \$1,800 and when factoring in her monthly expenses the difference is \$-38.50. She spends quite a bit in medication and seems to be very ill. She has over \$11,000 in her checking and savings account which is money she plans to live on during retirement. Director Baker's proposal is to continue with a monthly payment amount of \$5 for \$10. Commissioner Dale does not want to forgive the lien because the County has an obligation to restore to the taxpayer the money that was paid out. He made a motion to not forgive the lien but accept the lower monthly payment amount. The motion was seconded by Commissioner Van Beek and carried unanimously. (Director Baker and Ms. George left at 12:23 p.m.)

**Consider signing letter of revocation regarding liquor license no. 2C-24036 for The Ranch** – The state license associated with The Ranch which is located on Highway 20-26 has been revoked and because of that the County must revoke its license. The ordinance requires the County to provide an opportunity for a hearing if the property owner wants to clear up any issues, and if he wants to, he can request a hearing. Commissioner Dale is satisfied with the requirements stated in the letter and he made a motion to authorize the Board to sign the letter of revocation to The Ranch. The motion was seconded by Commissioner Van Beek and carried unanimously. The owner will have 10 days from the date of the letter to file a written request for a hearing

**Consider Motorola radio service agreement** – Chief Dashiell said this is an annual renewal for of the Motorola service agreement for the maintenance on the radio infrastructure that includes the consoles in the dispatch center and Nampa Police Department, as well as in the tower infrastructure as well. The cost increased by \$3,000. A portion of it is recovered from Nampa through their 911 fund, and the County's portion is paid from the 911 fees that are collected. Upon the motion of Commissioner Van Beek and the second by Commissioner Dale, the Board voted unanimously to approve the radio service agreement with Motorola as presented by Chief Dashiell. (See Agreement No. 20-074.)

The meeting concluded at 12:29 p.m. An audio recording is on file in the Commissioners' Office.

#### ELECTED OFFICIALS' MEETING TO DISCUSS COVID-19 UPDATES

The Board met today at 1:31 p.m. for an elected officials' meeting to discuss COVID-19 updates. Present were: Commissioners Pam White, Tom Dale and Leslie Van Beek, Sheriff Kieran Donahue, Assessor Brian Stender, Clerk Chris Yamamoto, Controller Zach Wagoner, PIO Joe Decker, Emergency Operations Manager Christine Wendelsdorf, Chief Deputy P.A. Sam Laugheed, Director of SWDH Nikki Zogg, Keri

Smith-Sigman from Destination Caldwell, Prosecutor Bryan Taylor, Coroner Jennifer Crawford, Treasurer Tracie Lloyd, Caldwell Fire Chief Mark Wendelsdorf, Mayor Holton for the City of Greenleaf and Kirk Carpenter for Mayor Kling participated via teleconference and Deputy Clerk Jenen Ross.

Sheriff Donahue said they are still planning to move the female inmates from Pod 3 to Pod 6 on Monday. Once the inmates are moved from Pod 3 Director Navarro and his staff will begin the renovations which could take from 2 to 6 weeks. Commissioner White said the only thing that may interfere with renovation would be that if the fair moves forward which could take the maintenance staff off the jail for a bit. Commissioner Van Beek said that she has received a Gantt chart which breaks out the different departments and their needs. She would like the opportunity to review this with a little more discussion.

A brief conversation was had about the fair, as that is the largest issue that could take the maintenance staff out of the jail. Commissioner White explained that a decision will need to be made by the end of May and that a meeting will be happening with Director Sinner in the next couple of weeks to discuss the options and moving forward. Ms. Zogg said that right now they are recommending no mass gatherings thru June but beyond that they are waiting to see what happens with COVID-19 before they make any recommendations. She spoke with the Director in District 4 out of Boise as they are both getting questions about large gatherings. They are suggesting that organizers of events taking place beyond June put together a plan on how they would handle social distancing and other safety protocols and they would be open to reviewing those plans. At this time there are just a lot of unknowns and Sheriff Donahue spoke of other events that are being evaluated.

Commissioner Dale asked about the April jail inspection that was not able to take place. Sheriff Donahue said the state inspector will not be coming out for an indefinite period of time, she will be processing her inspect thru paperwork submitted by the Sheriff's Office. Commissioner White asked Sheriff Donahue's opinion on having the Board go thru the jail. Sheriff Donahue said that he is okay either way, he will leave the decision to the Board. He believes his office can provide anything to the Board for the quarterly inspection and that there could be an argument made for the safety of both the inmates and the Board. Mr. Laugheed believes that a report is regularly prepared by jail staff for Board review during inspection and the only thing that may be missing without the Board visiting in person would be the opportunity for an inmate to speak out to the Commissioners but Sheriff Donahue said there are processes in place which allow inmates to lodge grievances.

The driver's license portion of the DMV will open on Monday with a limit of 10-20 people allowed inside at one time. Crime lab staff will start coming back in and the records staff will be doing 6 hours a day and then taking appointments; they will be open from 9-12 and 1-4. Most of the detectives are back in the office. In response to a question from Commissioner Van Beek, Sheriff Donahue clarified that the state has allowed people to renew their license online during this time and that he hopes that remains in place. He did note that the STAR card cannot be done online but that the federal government has extended the deadline from October 2020 to October 2021. Clerk Yamamoto said that with the deadline being extended it may slow down the passport side of the Records office since people were seeking passports in lieu of the STAR card.

Ms. Wendelsdorf said she met again this week her EOC team and they have found a way to streamline the reporting of PPE usage. They will also be creating a generic email address for PPE requests, so they won't be going to only her email address. They are also looking at different options to create a "stockpile" of PPE so that there will be availability into the fall and/or depending on what happens with the requirements of the courts or other entities. Some masks have been ordered and at this time she has enough for each employee.

The masks are not disposable, they can be cleaned and reused. She anticipates the masks coming in next week and then she will need a day or two to inventory so that a burn rate can be established for the State of Idaho. She noted that the purchase of the PPE is a fairly large expense to the county and feels that there needs to be a certain amount of responsibility on the employees to take proper care of their mask. If an employee feels they need more than what is provided to them it will probably fall to the employee to provide their own face covering as there are several options available. At this time, she doesn't know if the purchase will be reimbursed, right now they are saying it's a 75%/25% reimbursement but it's not guaranteed. She is also working on procuring gloves for the departments that handle a lot of paperwork or cash.

Commissioner White asked about the requirements of a face covering in the courthouse vs. courtrooms. Mr. Laugheed said that he had communication with the TCA and Director Navarro regarding the signage for the courthouse and county buildings. Mr. Tyler has provided to the PA's office his preferred draft language for the signs based on the Supreme Court language and there is a distinction between the courtrooms and the courthouse. Mr. Navarro will be putting signs up tomorrow indicating that if you intend to enter a courtroom or court service office a face covering will be required. It would still be up to each elected official how they choose to handle face coverings in their own offices. The requirement goes into effect tomorrow so signs will be updated on the courthouse doors along with the Juvenile Justice Center. Mr. Laugheed doesn't believe the signs on the rest of the county buildings will need to be updated but they will evaluate those too. In response to a question from Commissioner Dale, Prosecutor Taylor said he doesn't see much on the calendar for tomorrow, next week will pick up some but he believes most activity will start to pick up the week of May 11<sup>th</sup> which will be done via Zoom or teleconference. They seem to be getting different direction from different judges, there doesn't seem a standardized way of doing things. Clerk Yamamoto said that he agrees with everything Mr. Taylor said and from what he's heard the judges have not been pleased with Zoom (as directed by the Supreme Court) and have moved to just doing things telephonically. Mr. Laugheed said the Supreme Court's order states "wear a mask covering the nose and mouth". They believe the Supreme Court is talking about a face covering so someone coming in with a bandana or other kind of covering should suffice. They are also telling employees they should be prepared to be responsible for providing their own face covering just as they are expected to be in professional business attire in the courtroom. Jury trials are still pushed out until August 3<sup>rd</sup>. Sheriff Donahue said they are starting to see an uptick in violent crimes. Mr. Decker asked for clarification on how the requirement of face coverings will be handled – will it be at the front door of the courthouse or once someone makes it to the courtrooms? Mr. Laugheed believes that just asking the nature of courthouse business at the front door may work and reminding people that a face covering will be required if they are there for a court related matter. He feels that enforcement stays on the courts if someone refuses to wear a covering. Additionally, the presumption is that most hearings will be conducted remotely. He spoke about how the Supreme Court orders use the specific brand names of *Zoom* and *FTR* for the remote hearings and doesn't include wording of 'functional equivalent'. In conversations Mr. Laugheed has had with Director Rast it is his understanding that Director Rast has been in contact with the Supreme Court and Ada County and believes there is an effort to have 'functional equivalent' included because Webex is already in place and available for court use. It is a product that works well and is currently being used by the Board for public meetings. Clerk Yamamoto stated that without being able to see a face, using only a teleconference, you really don't know who you're talking to and that may pose an issue.

Ms. Zogg said that during the Governor's press conference today he moved from a stay-at-home order to a stay healthy order. The change doesn't really affect much of what her office is doing as they've already been assisting businesses impacted by the previous order. They have developed some guidance documents which are available on the website and have been asked by the Governor's office to review reopening plans specifically for restaurants, daycares, and entertainment centers such as trampoline parks. They have also

been receiving calls from business such as salons and gyms looking for reassurance that plan for reopening is appropriate and will protect employees and patrons. As they get busier over the next few weeks with businesses re-opening, they have a plan in place to shift some internal staffing resources to help cover the increase. At this point they don't have any plans to do any enforcement or follow-up inspections so once a plan is approved it is in good faith that the plan will be carried out. However, she understands that there was a state meeting yesterday and some of the legislators assumed there would be follow-up. If that is the case and this is something that needs to become part of their annual inspection process, they may need additional staff to cover this. The Abbott testing machines should be received from the state by the end of the week with some testing kits to start getting the machines validated. One machine will be located at the SWDH office and the other will be located at Weiser Memorial in Weiser. With the machine that will be kept at their facility they plan to have 1-2 employees trained and then be able to offer mobile testing to congregate settings where people can't leave the facility such as detention centers and care facilities. Currently the district is trending down in terms of new cases which is great news; she hopes that people will continue to practice the safety protocols which have lead to the downward trend.

Ms. Wendelsdorf said that they have been working with Walmart for the past couple of weeks to set up a testing location for people who are symptomatic. She believes it should be rolled out in the next week or so. Testing will be free of charge and only administered to those as directed by a consultation via a website. If a person feels they have the virus they will go to a website to answer a series of questions. If it is determined that the person should be tested, they will be directed to another website where they will be able to schedule an appointment to be tested. Right now, it will be limited hours for now, just Monday, Wednesday and Friday from 7:00 a.m. to 9:00 a.m. but the hours may be adjusted based on need. There was some question about where the testing would be conducted but it was determined it would take place in the Walmart parking lot. They will have designated parking spaces, a trained pharmacist will provide the person with the test to be self-administered and then the test can be handed back the pharmacist where it can be run in the store. It will still be 24-48 hours for test results. In response to a question from Assessor Stender, Ms. Zogg said the samples will be sent to Quest Diagnostics. She said that she believes when a person registers for the test they have to add their doctor's name so she thinks the results will go to both the doctor and then either the health district or the state for investigation and contact tracing. Clerk Yamamoto's said his understanding of the Governor's press conference this morning is that if there is a spike it could all go back to square one again, Ms. Zogg confirmed that is her understanding too.

Clerk Yamamoto said that in regard to the election they have sent 3200 ballot requests to Washington state for processing making the total about 23,000. He believes they have received approximately 6000 ballots back. There seems to be a lot of the public that doesn't understand how absentee voting works and they are receiving a lot of angry phone calls. A conversation was had wondering as to if there is more that can be done from a public information standpoint to educate the public on the process. Mr. Decker spoke about what has been done and continuing to be done. Additionally, the Secretary of State's website is often not operating properly which is causing more frustration to both the public and the elections office. One question they often receive with absentee voting is how the voter is confirmed to which Clerk Yamamoto said every signed envelope is compared to the voter registration card and if there is a question, they contact the voter. Right now, any ballots that are received go into a locked ballot box in a locked room. His plan right now is that he will pick a day, possibly the 20<sup>th</sup>, they will set up a camera and begin opening envelopes with the signed envelope going one way and the secrecy sleeve and ballot going the other. A conversation was had about the deadline for requesting an absentee ballot and the deadline for the ballot being returned.

Assessor Stender spoke about some of the issues his office has had with the Idaho Department of Parks and Recreation in their online system not working properly. The vehicle registration part of the DMV will open back up to the public next week. The arrangement within in the office has been reset a couple of times already and can be adjusted, as necessary.

Mayor Holton said that instructions for requesting an absentee ballot and the open letter from the Clerk will be sent out with utility bills in hopes of getting instruction out to the public.

Mr. Decker asked about opening up of the Admin building, but Clerk Yamamoto said they haven't heard yet. He also asked about opening up the public meeting room. At this time, it was general census of the elected officials to have it remain closed for public functions and to follow the Governor's phased plan.

Mayor Holton expressed his concerns about public hearings and worried that a gathering being limited to just 10 people and some people who are not tech-savvy they may not feel they had the opportunity to participate which could invalidate the hearing process.

Clerk Yamamoto moved to conclude the meeting. The motion was seconded by Commissioner Dale and concluded at 2:48 p.m. An audio recording is on file in the Commissioners' Office.

*\*Due to COVID-19 and Governor Brad Little's stay-at-home order meetings were kept to a limited schedule and ministerial items were considered remotely.\**

THE MINUTES OF THE FISCAL TERM OF APRIL 2020 WERE READ AND APPROVED AND FOUND TO BE A PROPER RECORD OF THE PROCEEDINGS OF THE BOARD OF CANYON COUNTY COMMISSIONERS, CANYON COUNTY IDAHO.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2020

CANYON COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Commissioner Tom Dale

\_\_\_\_\_  
Commissioner Pam White

\_\_\_\_\_  
Commissioner Leslie Van Beek

ATTEST: Chris Yamamoto, Clerk

By: \_\_\_\_\_, Deputy Clerk

Draft Only