

**Minutes of
Clay County Board of Supervisors
Special Called Emergency Meeting Held Tuesday, March 24, 2020 at 3:30 p.m.**

BE IT REMEMBERED a special called emergency meeting of the Clay County Board of Supervisors was held at the Clay County Courthouse, West Point, Mississippi, on Tuesday, March 24, 2020.

PRESENT:

Luke Lummus, Supervisor District 2, Presiding
Lynn D. Horton, Supervisor District 1
R.B. Davis, Supervisor District 3
Shelton Deanes, Supervisor District 4
Joe Chandler, Supervisor District 5

Eddie Scott, Clay County Sheriff
Amy G. Berry, Clay County Chancery Clerk
Angela Turner Ford, Board Attorney
Orlando Richmond, Attorney for the City Board of Aldermen
Torrey Williams, Emergency Management Coordinator

County Residents

Meeting was streamed via Face Book Live to County Residents

The following proceedings were had:

CALL TO ORDER/INVOCATION

The meeting was called to order by Sheriff Eddie Scott. The welcome was given by Supervisor Lummus with invocation given by Reverend Orlando Richmond, Board Attorney for the City of West Point Board of Aldermen.

ADOPTION OF AGENDA

Supervisor Horton moved to adopt the agenda as presented.

The motion was seconded by Supervisor Davis.

(Exhibit "A")

AMENDMENT OF AGENDA

No Amendments

AUTHORIZE AND APPROVE THE NOTICE AS POSTED OF THE SPECIAL CALLED EMERGENCY MEETING

Supervisor Deanes moved to authorize and approve of the Special Called Emergency Meeting notice as posted.

The motion was seconded by Supervisor Davis.

(Exhibit "B")

AUTHORIZE AND APPROVE OF THE RESOLUTION IMPLEMENTING CERTAIN POLICIES, PRACTICES, AND PROCEDURES TO CONTROL THE SPREAD OF INFECTIOUS DISEASES IN RESPONSE TO THE CORONAVIRUS (COVID-19) PANDEMIC

Supervisor Davis moved to approve of the Resolution implementing certain policies, practices, and procedures to control the spread of infectious diseases in response to the Coronavirus (COVID-19) Pandemic.

The motion was seconded by Supervisor Deanes.

(Exhibit "C")

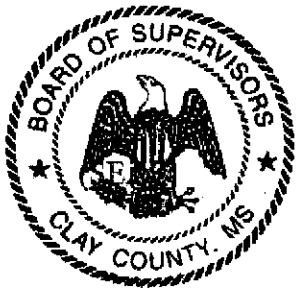
RECESS


Supervisor Horton moved to recess until Thursday, March 26, 2020 at 9:00 a.m. at the Clay County Courthouse.

The motion was seconded by Supervisor Chandler.

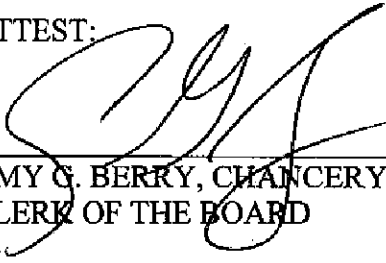
All motions were carried unanimously unless otherwise indicated.

SO ORDERED, this the 24th day of March, 2020.




LUKE LUMMUS, PRESIDENT
CLAY COUNTY
BOARD OF SUPERVISORS

ATTEST:



AMY G. BERRY, CHANCERY CLERK
CLERK OF THE BOARD

EXHIBIT A



***Clay County Board of Supervisors
Agenda for Special Called Emergency Meeting
Tuesday, March 24, 2020, at 3:30 p.m.***

- Call to Order
- Welcome and Prayer
- Adopt and Amend the Agenda
- Angela Turner Ford
 - Consideration of Resolution for Control of Infectious Contagious Disease COVID 19
- Recessed until Thursday, March 26, 2020, at 9:00 a.m.

Amendments:

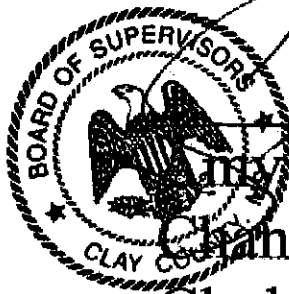
EXHIBIT B

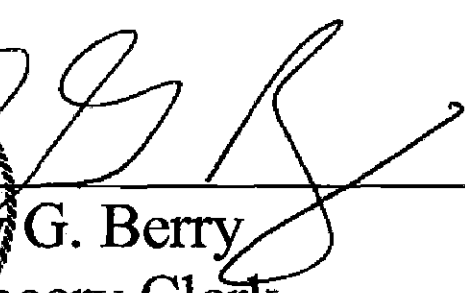
NOTICE OF SPECIAL CALLED EMERGENCY MEETING

NOTICE is hereby served that the President of the Clay County Board of Supervisors has called a Special Called Emergency Meeting pursuant to Section 19-3-19 (3) of *the Mississippi Code* at 3:30 today in the 2nd floor of the Clay County Courthouse to discuss the following matter:

- Consideration of Resolution for the control of contagious infectious disease (COVID 19)

SO PUBLISHED this the 24th day of March, 2020.




G. Berry
Clerk of the Board

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EXHIBIT C

**RESOLUTION OF THE CLAY COUNTY BOARD OF SUPERVISORS
IMPLEMENTING CERTAIN POLICIES, PRACTICES AND PROCEDURES
TO CONTROL THE SPREAD OF INFECTIOUS DISEASE IN RESPONSE TO THE
CORONAVIRUS (COVID-19) PANDEMIC**

THERE CAME ON TO BE HEARD AND WAS HEARD the motion of Supervisor Deanes, which motion was seconded by Supervisor Horton, to adopt the following resolution, to-wit:

RE: RESOLUTION DECLARING LOCAL DISASTER, ETC.

WHEREAS, Section 19-11-21, *Mississippi Code of 1972, Annotated*, provides that:

Upon the happening of any emergency caused by fire, flood, storm, epidemic, riot or insurrection, or caused by an inherent defect due to defective construction, or when the immediate preservation of order or of public health is necessary, or when the restoration of a condition of usefulness of any public building or other property which has been destroyed by accident or otherwise, is necessary, or when mandatory expenditures required by law must be met, the board of supervisors may, upon adoption, by unanimous vote of all members present at any meeting, of a resolution stating the facts constituting the emergency and entering the same on its minutes, make the expenditures, borrow money or incur the liabilities necessary ***, and

WHEREAS, on January 31, 2020, the United States Department of Health and Human Services Secretary Alex Azar declared a public health emergency for COVID-19 beginning on January 27, 2020; on March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic, and on March 13, 2020, the President of the United States declared a nationwide state of emergency due to the coronavirus COVID-19 pandemic; and

WHEREAS, on March 14, 2020, pursuant to the Constitution of the State of Mississippi and Mississippi Code Annotated, Section 33-15-1 1(b)(17), Governor Tate Reeves issued a Proclamation declaring that a State of Emergency exists in the State of Mississippi as a result of the outbreak of COVID-19; and

WHEREAS, the worldwide outbreak of COVID-19 and the effects of its extreme risk of person-to-person transmission throughout the United States and the State of Mississippi significantly impact the life and health of our people, as well as the economy of Clay County and the State of Mississippi; and

WHEREAS, the risk of spread of COVID-19 within Clay County, Mississippi constitutes a public emergency that may result in substantial injury or harm to life, health, and property within Clay County, Mississippi; and

WHEREAS, on March 11, 2020, the Mississippi State Department of Health confirmed the first presumptive case of COVID-19 in Mississippi and as of March 19, 2020, there are 140 presumptive and confirmed cases in Mississippi that have tested positive for COVID-19, which includes 1 case in Clay County; and

WHEREAS, the Centers for Disease Control (CDC) guidance for responding to COVID-19 suggests avoiding crowds as much as possible, especially for older adults and individuals with serious chronic medical conditions, and the Mississippi State Department of Health has recommended avoiding large gatherings of more than 10 people; and

WHEREAS, Mississippi state agencies and governmental entities as well as school districts that have temporarily closed or are operating on limited staffing in response to COVID-19 in order to minimize the interaction and risk of possible transmission of COVID-19 between employees within governmental offices and between governmental employees and members of the public will need flexibility to meet continuity of essential operations and to address the economic impact on employees who may be asked not to report to work if their duties are not deemed essential during any period of time during the State of Emergency; and

WHEREAS, the hereinabove stated facts constitute a local emergency within the meaning of Section 19-11-21, *Mississippi Code of 1972, Annotated*, caused by epidemic and the immediate preservation of public health is necessary.

IT IS THEREFORE, ORDERED AND RESOLVED:

1. That due to the State of Emergency and pursuant to Section 19-11-21 and Section 33-15-17, *Mississippi Code of 1972, Annotated*, all Department Heads are directed to promptly review and identify which employees perform essential duties to carry out the entity's core functions during the State of Emergency and those employees whose duties are deemed non-essential during any period of time during the State of Emergency. And where feasible, as determined by the Department Heads, if core functions and duties could be performed by essential employees from home in order to minimize the interaction and risk of possible

transmission of COVID-19 between employees.

2. That due to the State of Emergency and pursuant to Section 19-11-21 and Section 33-15-17, *Mississippi Code of 1972, Annotated*, Department Heads, with prior approval of this Board of Supervisors, may grant their employees administrative leave with pay for any one or more of the following reasons as determined by the appointing authority:

- a. The period(s) of time that the employee's department has closed in response to COVID-19.
- b. The period(s) of time that the employee's supervisor has determined the employee's duties are deemed non-essential during any period of time during the State of Emergency.
- c. The period(s) of time that the employee or a member of their immediate household is placed in quarantine or isolation as a result of being diagnosed with COVID-19.
- d. Other reasons as determined by this Board in consultation with a health care professional that are necessary to prevent the risk of possible transmission of COVID-19 within the employee's workplace.
- e. That all departments of Clay County, Mississippi are authorized and directed to cooperate in recommendations of the Centers for Disease Control and the Mississippi State Board of Health given in response to COVID-19 during the State of Emergency.

3. That due to the State of Emergency and pursuant to Section 19-11-21 and Section 33-15-17, *Mississippi Code of 1972, Annotated*, the following policies, practices and procedures are hereby adopted:

- a. No events, meetings or gatherings involving more than ten (10) persons (or such other number as may be recommended by the Centers for Disease Control and the Mississippi State Board of Health given in response to COVID-19 during the State of Emergency) shall take place at public buildings, facilities and places until further notice. This number ten (10) includes the total number of persons present, regardless of position, role,

function, employment or title. This paragraph shall not apply to essential services, such as grocery stores, gas stations, health care facilities, nursing homes, drug stores, banks, convenience stores, or other businesses designated as a critical infrastructure industry.

- b. The entrances to all County Courthouses (Circuit, Chancery and Justice Court) shall be attended by a law enforcement officer or security personnel as designated by the Clay County Sheriff, who shall be authorized to inquire about the nature of business for which the person seeks to enter said facility and to the extent necessary facilitate the transfer of documents to the requested office or recommend the person contact the office for assistance by telephone, if the person is visibly ill.
- c. Until further notice, no building owned by Clay County, Mississippi, shall be made available for rent by the general public regardless of the stated or intended purpose of such rental.
- d. The Sheriff of Clay County is authorized and directed to institute visitation policies for the Clay County Jail so as to minimize and prevent the spread of COVID-19 and other infectious diseases, except visitation with prisoners by their attorney shall not be unreasonably restricted.
- e. The Janitorial Staff should clean and sanitize offices more often until further notice and the Staff is encouraged to utilize trusties as identified by the Sheriff of Clay County.
- f. Employees are encouraged to wash their hands often, practice social distancing (maintaining a distance of at least six (6) feet), use hand sanitizer and clean their work stations more often until further notice.
- g. Department Heads are encouraged to adjust high-risk employees so they do not interact with the public.
- h. Sick employees are encouraged to stay home.

- i. Employees who have symptoms of acute respiratory illness shall stay home and not come to work until they are free of fever (100.4° F [38.0° C] or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants).

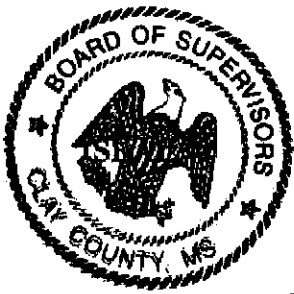
Employees should notify their supervisor and stay home if they are sick. A healthcare provider's note for employees who are sick with acute respiratory illness is not required to validate an illness, as healthcare provider offices and medical facilities may be extremely busy and not able to provide such documentation in a timely manner.

- j. Department Heads are required to ensure that their employees are aware of these policies.
- k. Department Heads are encouraged to talk with companies that provide their department with contract or temporary employees about the importance of sick employees staying home and encourage them to develop non-punitive leave policies.
- l. If necessary, employees shall be able to stay home to care for a sick family member. Department Heads should be aware that more employees may need to stay at home to care for sick children or other sick family members than is usual.
- m. Employees who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day may be separated from other employees and sent home immediately. Sick employees should cover their noses and mouths with a tissue when coughing or sneezing (or an elbow or shoulder if no tissue is available).

- n. Department Heads shall place posters that encourage staying home when sick, cough and sneeze etiquette, and hand hygiene at the entrance to the workplace and in other workplace areas where they are likely to be seen.
- o. Department Heads shall provide tissues and no-touch disposal receptacles for use by employees.
- p. Department Heads shall instruct employees to clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol, or wash their hands with soap and water for at least twenty (20) seconds. Soap and water should be used preferentially if hands are visibly dirty.
- q. Department Heads are encouraged to visit the coughing and sneezing etiquette and clean hands section of the Mississippi State Board of Health web-page for more information.
- r. Employees are encouraged to routinely clean all frequently touched surfaces in the workplace, such as workstations, counter-tops, and doorknobs. Use the cleaning agents that are usually used in these areas and follow the directions on the label.
- s. Traveling by employees is not advised or recommended until further notice unless reasonably necessary. Employees are advised that before traveling outside the County to take certain steps:
 - i. Check the CDC's Traveler's Health Notices for the latest guidance and recommendations for each country to which you will travel. Specific travel information for travelers going to and returning from China, and information for aircrew, can be found on the CDC website.

- ii. Advise employees to check themselves for symptoms of acute respiratory illness before starting travel and notify their supervisor and stay home if they are sick.
- iii. Ensure employees who become sick while traveling or on temporary assignment understand that they should notify their supervisor and should promptly call a healthcare provider for advice if needed.
- iv. If outside the United States, sick employees should follow the Country's policy for obtaining medical care or contact a healthcare provider or overseas medical assistance company to assist them with finding an appropriate healthcare provider in that country. A U.S. consular officer can help locate healthcare services. However, U.S. embassies, consulates, and military facilities do not have the legal authority, capability, and resources to evaluate or give medicines, vaccines, or medical care to private U.S. citizens overseas.
- t. Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and refer to CDC guidance for how to conduct a risk assessment of their potential exposure.
- u. If an employee is confirmed to have COVID-19, the Department Head should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Employees exposed to a co-worker with confirmed COVID-19 should refer to CDC guidance for how to conduct a risk assessment of their potential exposure.

- v. Any future recommendations from the Centers for Disease Control (CDC) or the Mississippi State Department of Health for responding to COVID-19 shall modify this resolution to the extent recommended without further action on the part of this Board of Supervisors.
- w. Signs at the entrances of all public buildings and workplaces shall be posted to be in words and figures as shown by Exhibit "A", as if fully copied at this point.
- x. A copy of this resolution shall be delivered to each Department Head.
- y. This resolution shall take effective immediately and remain effective until further notice.
- z. This resolution shall be published in *The Daily Times Leader*, a newspaper having general circulation in Clay County, Mississippi, as provided by statute and posted the website for the County.



SO RESOLVED, on this the 22nd day of March, 2020.

CLAY COUNTY, MISSISSIPPI
BOARD OF SUPERVISORS

BY: *Luke Lummus*
LUKE LUMMUS, PRESIDENT

ATTEST:

AGB
AMY G. BERRY, CLERK

Publish: _____, _____

After due discussion, the motion was called to vote and each supervisor voted as

follows, to-wit:

Supervisor D. Lynn Horton, District One

AYE

Supervisor Luke Lummus, District Two

AYE

Supervisor R.B. Davis, District Three

AYE

Supervisor Shelton Deanes, District Four

AYE

Supervisor Joe Chandler, District Five

AYE

The motion passing by a majority of the supervisors, it was declared passed by the Board of Supervisors.