



STATE OF CALIFORNIA, COUNTY OF SIERRA  
BOARD OF SUPERVISORS  
AGENDA  
SPECIAL TELECONFERENCE MEETING

**Lee Adams, Vice-Chair, District 1**

P.O. Box 1 - Downieville, CA 95936 - 530-289-3506 - [supervisor1@sierracounty.ca.gov](mailto:supervisor1@sierracounty.ca.gov)

**Peter W. Huebner, District 2**

P.O. Box 349 - Sierra City, CA 96125 - 530-565-6055 - [phuebner@sierracounty.ca.gov](mailto:phuebner@sierracounty.ca.gov)

**Paul Roen, District 3**

P.O. Box 43 - Calpine, CA 96124 - 530-565-6048 - [supervisor3@sierracounty.ca.gov](mailto:supervisor3@sierracounty.ca.gov)

**Jim Beard, Chair, District 4**

P.O. Box 1140 - Loyalton, CA 96118 - 530-565-6092 - [jbeard@sierracounty.ca.gov](mailto:jbeard@sierracounty.ca.gov)

**Sharon Dryden, District 5**

P.O. Box 246 - Loyalton, CA 96118 - 530-913-9218 - [sdryden@sierracounty.ca.gov](mailto:sdryden@sierracounty.ca.gov)

The Sierra County Board of Supervisors will meet in special session commencing at 1:30 p.m. on Tuesday, March 31, 2020. This meeting will be recorded for posting on the Board of Supervisors' website at [www.sierracounty.ca.gov](http://www.sierracounty.ca.gov)

**In accordance with Governor's Executive Order pertaining to the convening of public meetings in response to the COVID-19 pandemic, the County of Sierra will hold meetings of the Board of Supervisors via teleconference. The Board of Supervisors' Chambers will remain closed until further notice.**

**The public may observe and provide public comments telephonically by using the Webex options below:**

**By Phone: 1-408-418-9388**

**Access Code: 967 230 794**

**By PC: <https://tinyurl.com/scbos0331>**

**Access Code: 967 230 794**

**NOTICE**

Accommodations for individuals with disabilities, as required by Section 202 of the Americans with Disabilities Act of 1990 and the Federal Rules and Regulations adopted in implementation thereof can be made with the Clerk of the Board and CA Relay Services 711 prior to the meeting. The Clerk of the Board may be reached at 530-289-3295 or at the following addresses:

Heather Foster  
Clerk of the Board of Supervisors  
County of Sierra  
100 Courthouse Square, Room 11

All items posted on the agenda, including under correspondence, may be acted upon by the Board of Supervisors. However, matters under committee reports and department manager's reports may be briefly addressed by the Board or Staff but no action or discussion shall be undertaken on any item not appearing on the posted agenda. (GC 54954.2)

## **REGULAR AGENDA**

### **1. STANDING ORDERS**

- Call to Order
- Pledge of Allegiance
- Roll Call
- Approval of Regular Agenda

### **2. PUBLIC COMMENT OPPORTUNITY**

Matters under the jurisdiction of the Board not on this posted agenda may be addressed by the general public during the Public Comment Opportunity time. No action may be taken or substantive discussion pursued on matters not on the posted agenda. Public comment is regulated by the Sierra County Board of Supervisors' Rules and Procedures. You may obtain a copy of the Public Comment rules from the Clerk. The Board limits public comment to three minutes per person and not more than three individuals addressing the same subject.

### **3. PERSONNEL DIRECTOR - MARGARET LONG**

- 3.A. Approval of Sierra County Emergency Short-Term Telecommuting Agreement form.

Documents:

[Emergency Telecommuting Agm.pdf](#)

### **4. BOARD OF SUPERVISORS**

- 4.A. COVID-19 PUBLIC HEALTH EMERGENCY UPDATE: Report from Sierra County Public Health, County and State Office of Emergency Services, County Department Managers, Forest Service Representatives, Superintendent of Schools and other local agencies on recent developments relating to the COVID-19 Public Health Emergency and possible direction to staff. (CLERK OF THE BOARD)

Documents:

[COVID-19.pdf](#)

**ADJOURN**

**Sierra County  
Board of Supervisors'  
Agenda Transmittal &  
Record of Proceedings**

<b>MEETING DATE:</b> March 31, 2020	<b>TYPE OF AGENDA ITEM:</b> <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Timed <input type="checkbox"/> Consent
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**DEPARTMENT:** Personnel  
**APPROVING PARTY:** Margaret Long, Personnel Director  
**PHONE NUMBER:** 530-289-2879

**AGENDA ITEM:** Approval of Sierra County Emergency Short-Term Telecommuting Agreement form.

**SUPPORTIVE DOCUMENTS ATTACHED:**  Memo  Resolution  Agreement  Other

**BACKGROUND INFORMATION:**

**FUNDING SOURCE:**  
**GENERAL FUND IMPACT:** No General Fund Impact  
**OTHER FUND:**  
**AMOUNT:** \$ N/A

**ARE ADDITIONAL PERSONNEL REQUIRED?**  
  
 Yes, -- --  
 No

**IS THIS ITEM ALLOCATED IN THE BUDGET?**  Yes  No  
  
**IS A BUDGET TRANSFER REQUIRED?**  Yes  No

**SPACE BELOW FOR CLERK'S USE**

<b>BOARD ACTION:</b> <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2020- _____ Agreement 2020- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
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**COMMENTS:**

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\_\_\_\_\_  
CLERK TO THE BOARD

\_\_\_\_\_  
DATE

## Sierra County Emergency Short-Term Telecommuting Agreement

### Employee Information

Name: \_\_\_\_\_ Hire date: \_\_\_\_\_

Job title: \_\_\_\_\_

Department: \_\_\_\_\_

FLSA status:     Exempt         Nonexempt

This temporary telecommuting agreement will begin and end on the following dates:

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Temporary work location: \_\_\_\_\_

Employee schedule: \_\_\_\_\_

### The employee agrees to the following conditions:

1. The employee will remain accessible to his or her Department Manager and be productive during scheduled work hours.
2. Nonexempt employees will record all hours worked, including meal periods, and record all sick leave, vacation, or other leave used accordance with regular timekeeping practices of the County.
3. Nonexempt employees will obtain Department Manager approval prior to working unscheduled overtime or compensatory hours.
4. The employee will report to the employee's base station as necessary upon directive from his or her Department Manager.
5. The employee will communicate regularly with his or her Department Manager, which includes, at minimum, a weekly written report of activities undertaken.
6. The employee will comply with all Sierra County's adopted rules and policies that would apply if the employee were working at the employer's base station.
7. The employee will maintain satisfactory performance standards as determined by the Department Manager.
8. The employee will make arrangements for regular dependent care and understands that telecommuting is not a substitute for dependent care. In pandemic circumstances, exceptions may be made for employees with certain caregiving responsibilities at the discretion the Department Manager and the Human Resources Director.
9. The employee will maintain a safe and secure work environment at all times. The employee will hold no in person County business meetings at the approved remote location.

10. The employee will allow the Department Manager, Chief Technology Officer, Human Resources Director and/or Safety Officer to have access to the telecommuting location for purposes of assessing safety and security, upon reasonable notice by the Sierra County.
11. The employee will report work-related injuries to his or her Department Manager as soon as practicable.
12. Sierra County will provide a County owned computer with the required software installed to enable the employee to work remotely.
13. If an internet connection is required to accomplish the employees job function, this will be the employee's responsibility to provide. The internet connection must be high-speed broadband. Sierra County will not reimburse any expenses related to internet connectivity nor telephone service, including cellular phones. Any other expenses that may be incurred or supplies that may need to be purchased must be first approved in advance by the Department Manager.
14. The employee agrees that Sierra County equipment will not be used by anyone other than the employee and only for business-related work. The employee will not make any changes to security or administrative settings on Sierra County equipment. The employee understands that all tools, equipment and resources provided by the County shall remain the property of the County and the employee agrees to protect these tools, equipment, and resources from theft or damage. Any theft or damage shall be reported to the Department Manager, Chief Technology Officer, and Human Resources Director immediately.
15. The employee agrees to comply with Sierra County's adopted Information Technology policies regarding information security. The employee will be expected to ensure the protection of proprietary and /or County and customer information accessible from their approved remote location.
16. The employee understands that all terms and conditions of employment with the County remain unchanged, except those specifically addressed in this agreement.
17. The employee understands that Department Manger retains the right to modify this agreement on a temporary or permanent basis for any reason at any time with the concurrence of the Human Resources Director.
18. The employee agrees to return company equipment and documents immediately upon end date of this agreement or termination of employment.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager signature: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Board of Supervisors'  
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Record of Proceedings**

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**DEPARTMENT:** Board of Supervisors  
**APPROVING PARTY:** Heather Foster, Clerk of the Board  
**PHONE NUMBER:** 530-289-3295

**AGENDA ITEM:** COVID-19 PUBLIC HEALTH EMERGENCY UPDATE: Report from Sierra County Public Health, County and State Office of Emergency Services, County Department Managers, Forest Service Representatives, Superintendent of Schools and other local agencies on recent developments relating to the COVID-19 Public Health Emergency and possible direction to staff.

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**COMMENTS:**  
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CLERK TO THE BOARD \_\_\_\_\_ DATE \_\_\_\_\_