

## STAFFING UPDATE FOR COUNTY DEPARTMENTS

### COMMISSION:

We have three of us coming in at least 4 days a week. Two in the office are working from home. Maintenance workers are in every day. The intent is to staff the office with at least one person every day from 8:00 – 5:00.

### COMMUNITY HEALTH:

We continue to be operational with services under guidance from the State and teamwork within our region. Our clerical staff continue to work their normal duties in office, with adjustment in specifics of how those duties are completed (ie. a phone intake versus an in-person intake).

### COUNTY DEVELOPMENT:

Rae Lynn has worked from home twice since the incident started. It worked well. Richard has the capability to work from home but hasn't yet. He has taken a couple of days of vacation because of a use or lose situation. I have been here every day.

### EQUALIZATION:

The Equalization office has been fully staffed during this time, with the exception that I have been working remotely whenever possible, to be with kids. Also, Reid started working from home 1 day per week, for the next month, until the school year is over, again to help with kids. I know for myself, that I do not have BASE for my daughter at least until at least August 1, so I plan to continue working remotely for the most part until at least that time.

### FINANCE OFFICE:

The Finance Office staff is all at the office working except one Finance Assistant who is off taking care of children. She has been coming in on Fridays.

### HIGHWAY:

We will be finishing up crack sealing, and the men in the out shops are beginning to work on their routine grading tasks. We have opened up the stall nearest the breakroom to meet out in the shop instead of in the breakroom. We are doing more tasks now as far as being able to separate the men, we will begin hauling gravel and replacing culverts within the next week and will be able to separate the men more easily.

### REGISTER OF DEEDS:

We have been here almost every day. There aren't many things we can do from home. So much of our business is searching records by using our records room, recording and processing the documents that come in everyday and doing vitals through the mail. Shawn did set us up to work from home. If the need to work at home comes we will take turns coming in and keeping up with business the best we can.

I allow one person from each of the title companies in each day. I am setting up appointments for any marriages that are still taking place. I will meet them in the entry of the building. I will not let them in the building but will take the information and fee back to our office, enter in computer and get their marriage license. We have been doing research for the surveyors which usually they do themselves in our office. There has been one project that I felt was too large for us to do. I let the surveyor in the records room to do that. He did have stipulations to use hand sanitizer etc. I plan to use my judgement per request on that matter.

When Vicki makes deposits each day, she brings documents back from First Bank & Trust for us. And returns the recorded documents to the bank the next day. That helps us a lot.

Our vital records requests come in the mail even if they are requested by someone in Brookings. The exception is the funeral homes, they call us with the information and check number. We issue the death

certificates and the funeral directors come to our south windows, beep their car horn and we take their application and fee! We have an unofficial drive up window! The title company employees knock on our window when they arrive, also!!

SHERIFF/JAIL:

The Sheriff's Office and Jail continue to be fully staffed. They've implemented policies and procedures to protect employees and inmates. Sheriff Marty is looking at possible schedule rotations to try to limit person to person contact.

STATE'S ATTORNEY:

Dan is in the office every day. The other two attorneys are working remotely. There are five additional staff members and each of them comes in one day per week. The other days they work remotely.

VETERANS/HUMAN SERVICES:

Veterans and Human services will have one person in the office to answer the phone and one working remote. I currently have Eileen doing hospital notices and collections work from home on Tuesday, Wednesday and Thursday. She comes in on Fridays to print notices and do mailings and Mondays for answering the phone and finish mailings.

WEED:

I have talked to the guys in the weed department about social distancing they do not have a problem with sitting at the table to do paperwork or morning meetings. We will have 2 people in a pickup and they don't have a problem with that either. I have hand sanitizer at the shop they have hand wipes also. If they feel sick they are to let me know and go to the doc. All in all they are all ok with how we are doing things.

4-H:

The Brookings County Extension Office/Brookings County 4-H has 2 employees that are both allowed 19.5 hours per week. Kim Ellingson and Jessica Hansen have varied schedules and hours that provide service to our clientele for a minimum of 4 hours each day. They currently are the sole providers of office services as I have been working remotely since being directed to do so on March 13, 2020. We communicate regularly via Zoom or Microsoft Teams in order to continue preparing for upcoming events as well as discussing options for how we might shift and transition to a 'new way' of doing 4-H and youth development programming for the spring and summer of 2020. Kim and Jessica take on a majority of the social media presence responsibilities, answer all incoming phone calls, coordinate drop off & pick-up of items/materials that were unexpectedly placed on hold, in addition to the responsibilities and tasks they handled prior to the pandemic and remote work for myself.