

**PROCEEDINGS OF THE COCHISE COUNTY BOARD OF SUPERVISORS
WORK SESSION HELD ON
TUESDAY, FEBRUARY 16, 2021**

A work session of the Cochise County Board of Supervisors was held on Tuesday, February 16, 2021, at 10:00 a.m. in the Board of Supervisors' Executive Conference Room, 1415 Melody Lane, Building G, Bisbee, Arizona.

Present: Ann English, Chairman; Peggy Judd, Vice-Chairman, telephonic; Tom Crosby, Supervisor, telephonic

Staff Present: Richard G. Karwaczka, County Administrator
Sharon Gilman, Associate County Administrator
Christine Roberts, Chief Civil Deputy County Attorney
Kim Lemons, Clerk of the Board

Attendees: Elda Orduno, HR Director
Jennifer Graeme, Associate HR Director

Chairman English called the meeting to order at 10:00 a.m.

ANY ITEM ON THIS AGENDA IS OPEN FOR DISCUSSION AND POSSIBLE ACTION

THE ORDER OR DELETION OF ANY ITEM ON THIS AGENDA IS SUBJECT TO MODIFICATION AT THE MEETING

ITEMS FOR DISCUSSION

Board of Supervisors

1. Discussion and Possible Direction regarding the County's Strategic Plan, Priority 4, Workforce Development: Telecommuting Policy.

Ms. Orduno presented this item using a PowerPoint presentation. She stated that Human Resources (HR) was tasked with looking into the County's Telecommuting Policy (Policy) which was adopted in 2020 in response to the Covid-19 pandemic, and reviewed the Policy in detail. She distributed a survey to all Appointing Authorities to gather information about current practice. Survey results indicate that there are nine non-telecommuting offices. Of those who do telecommute, some departments do a split, where half of the employees are in the office and half telecommute, on an alternating basis. She reviewed Pros and Cons and factors in favor and against telecommuting as indicated by the survey results, and methods used to measure performance.

Ms. Orduno noted that the Board asked her to look into the County's liability, and reviewed various federal requirements and employment standards. The County needs to ensure that the Policy is applied fairly and equally, and that allowing telecommuting is focused on the position rather than individuals. It is important for departments to identify which positions allow for telecommuting and which do not. Telecommuting employees need to clock in and out in the County's payroll system. Workers' compensation applies to employees injured at home during work hours, and as such, it is important to ensure

and have documentation that employees have a safe place to work.

Ms. Orduno provided information on a research study by the Universities of Georgia and South Florida. She reviewed best practices for telecommuting, which include: clear policy and fair application; telecommuting agreements; adequate workspace; adequate technology and set-up; proper tracking of work hours; regular and varied communication; and, performance management.

The Board and Ms. Orduno discussed the expired federal CARES Act provision allowing leave for childcare; the importance of communicating expectations to telecommuting employees; employees having the ability to purchase furniture through a Procurement auction; and, the governor's Covid-19 emergency declaration. The Board also discussed the County having proper documentation for each employee who telecommutes; HR developing a telecommuting agreement for departmental use; and, having documentation in HR of which positions may telecommute.

Chairman English adjourned the meeting at 10:55 a.m.

APPROVED:

Ann English, Chairman

ATTEST:

Kim Lemons, Clerk of the Board