

PROCEEDINGS OF THE COUNTY BOARD

State of Minnesota
County of Kanabec
Office of the County Coordinator

November 23, 2021

The Kanabec County Board of Commissioners held a Special Meeting in person and via telephone/video conference call at 9:00am on Tuesday, November 23, 2021 pursuant to adjournment with the following Board Members present on-site: Gene Anderson, Rick Mattson, Dennis McNally, Craig Smith, and Les Nielsen. Absent: None. Staff present on-site: County Attorney Barbara McFadden, County Coordinator Kris McNally, Public Health Director Kathy Burski, HR Specialist Kim Christenson and Recording Secretary Kelsey Schiferli.

The Chairperson led the assembly in the Pledge of Allegiance.

Action #1 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to accept the agenda as presented.

County Attorney Barbara McFadden met with the board to provide information regarding the U.S. Department of Health and Human Service’s Interim Final Rule with Comment Period on Omnibus COVID-19 Health Care Staff Vaccination (42 CFR 484.70(d)) and its application to Kanabec County Public Health Department’s Mandatory COVID-19 Vaccination Policy.

Barbara McFadden presented a proposed amended Kanabec County Public Health Department’s Mandatory COVID-19 Vaccination Policy. Legal details of the U.S. Department of Health and Human Service’s Interim Final Rule with Comment Period on Omnibus COVID-19 Health Care Staff Vaccination (42 CFR 484.70(d)) were discussed including specific requirements and recommendations.

County Coordinator Kris McNally led a discussion for clarification of details in McFadden’s proposed amended mandatory vaccination policy. The Board expressed consensus to make the following changes to McFadden’s proposed amended Kanabec County Public Health Department’s Mandatory COVID-19 Vaccination Policy:

- Each covered employee must inform Human Resources of his or her vaccination status no later than **noon (CST) on December 3, 2021.**

- All requests for exemptions or accommodations, medical or religious, shall be reviewed **no later than by the end of three business days** following the date of submission.
- The Review Panel shall be comprised of the following Kanabec County employees and officials: the County Coordinator/Human Resources Director, the HR Specialist, the Public Health Director, one Commissioner of the Kanabec County Board, **and the Kanabec County Attorney.**
- A requesting Employee shall be notified verbally and electronically regarding the status and outcome of the request by the end of the business day following **the date of the Review Panel's decision.**
- Reconsideration hearings shall be conducted by the **Personnel Committee and County Attorney.**
- Employment status while under review: If a completed and timely exemption application has been submitted, the requesting employee shall remain at his or her currently existing employment status and **may be placed on leave pending final decision.**
- Public Health employees who fail to provide proof of vaccination status to Human Resources **by noon (CST) on December 3, 2021** will be subject to a mandatory leave of absence **effective December 6, 2021** for up to 30 **calendar** days. **For purposes of this mandatory leave of absence, unpaid leave will be allowed only after any and all accrued paid time is exhausted.** In this circumstance, public health employees are not eligible for the PTO donation program. Employees may submit proof of vaccination status to Human Resources within the mandatory leave of absence period to be eligible for reinstatement. Failure to provide proof of vaccination status **by January 4, 2022** may result in termination of employment.

Action #2 – It was moved by Craig Smith, seconded by Rick Mattson and carried unanimously to adopt the amended Kanabec County Public Health Department's Mandatory COVID-19 Vaccination Policy.

Action #3 – It was moved by Craig Smith, seconded by Les Nielsen and carried unanimously to adjourn the meeting at 10:21am and to meet again in regular session on Tuesday, December 7, 2021 at 9:00am.

A system malfunction resulted in audio being unavailable for this meeting.

Signed _____
Chairperson of the Kanabec County Board of Commissioners,
Kanabec County, Minnesota

Attest: _____
Board Clerk