

Agenda Item 1c, Attachment 1

575th Policy Board Meeting Fargo-Moorhead Metropolitan Council of Governments Thursday, March 19, 2020 – 4:00 pm Metro COG Conference Room

Members Present:

Duane	Breitling	Cass County Commission
David	Fenelon	Horace City Council
Eric	Gjerdevig	West Fargo City Commission
Tony	Grindberg	Fargo City Commission
John	Gunkelman	Fargo Planning Commission
Chuck	Hendrickson	Moorhead City Council
Steve	Jesme	Dilworth City Council
Jenny	Mongeau	Clay County Commission
Brad	Olson	West Fargo City Commission
Dave	Piepkorn	Fargo City Commission
Rocky	Schneider	Fargo Planning Commission
Sara	Watson Curry	Moorhead City

Members Absent:

Tony	Gehrig	Fargo City Commission
Johnathan	Judd	Moorhead City Council
John	Strand	Fargo City Commission
Maranda	Tasa	Fargo Planning Commission

Others Present:

Adam	Altenburg	Metro COG
Luke	Champa	Metro COG
Dan	Farnsworth	Metro COG
Cindy	Gray	Metro COG
Savanna	Leach	Metro COG
Michael	Maddox	Metro COG
Anna	Pierce	Metro COG

1a. **MEETING CALLED TO ORDER, WELCOME, AND INTRODUCTIONS, convened**

The meeting was called to order at 4:00 pm, on March 19, 2020 by Chair Olson, noting a quorum was present, and recognizing that most members were attending via conference call. Introductions were made via roll call by Ms. Leach.

1b. **Approve Order and Contents of Overall Agenda, approved**

Chair Olson asked for approval for the overall agenda.

MOTION: Approve the contents of the Overall Agenda of the March 19, 2020 Policy Board Meeting.

Mr. Breitling moved, seconded by Ms. Watson Curry

MOTION, passed.12-0

Motion carried unanimously.

1c. **Past Meeting Minutes, approved**

Chair Olson asked for approval of the Minutes of the February 20, 2020 Meeting.

MOTION: Approve the February 20, 2020 Policy Board Meeting Minutes.

**Mr. Breitling moved, seconded by Mr. Gunkelman.
MOTION, passed. 12-0
Motion carried unanimously.**

1d. Monthly Bills, approved

Chair Olson asked for approval of the March 2020 Bills as listed on Attachment 1d.

**MOTION: Approve the March 2020 Bills List.
Ms. Mongeau moved, seconded by Mr. Gjerdevig
MOTION, passed. 12-0
Motion carried unanimously.**

2. CONSENT AGENDA

Chair Olson asked for approval of Item a on the Consent Agenda.

a. February Month End Report

**MOTION: Approve Item a on the Consent Agenda.
Mr. Grindberg moved, seconded by Mr. Fenelon.
MOTION, passed. 12-0
Motion carried unanimously.**

3. REGULAR AGENDA

3a. Public Comment Opportunity

No public comments were made or received.

No MOTION

3b. Personnel Policy Updates

Ms. Gray presented updates and revisions to the Personnel Policies, as guided by the Executive Committee. The changes included Articles VII and VIII, regarding Time and Leave. Ms. Gray went through the proposed revisions with the board so they understood the changes being made.

Ms. Gray noted that these policy revisions were reviewed by both Jenna Wilm (West Fargo Human Resources Director), and John Shockley and one of his colleagues at Ohnstad Twichell (agency attorney).

**MOTION: Approve the proposed updates to the Metro COG Personnel Policies, Article III – TIME and Article VIII – LEAVE, and authorize the Executive Director to update the format and table of contents and make other grammatical and formatting changes as necessary, provided they do not change the meaning and intent of the language as presented.
Mr. Piepkorn moved, seconded by Ms. Watson Curry.
MOTION, passed. 12-0
Motion carried unanimously.**

3c. COVID-19 Health Emergency Policy and Operational Procedures

Ms. Gray presented an emergency policy and operational procedures in response to the COVID-19 nationwide pandemic. The policy outlines office procedures on working remotely and how to handle the day-to-day activities to maintain agency operations. Ms. Gray noted that staff have been preparing to work remotely starting the following Monday, March 23, 2020. Key staff members will also be stopping by the office for mail and ensuring agency functionality and operation.

MOTION: Approve Metro COG's COVID-19 Pandemic Health Emergency Policy and Procedures, allowing revisions to be made in response to the evolving pandemic response, as approved by the Policy Board Chair and Vice Chair.

Ms. Mongeau moved, seconded by Mr. Gunkleman.

MOTION, passed. 12-0

Motion carried unanimously.

3d. Metro COG Property Insurance

Ms. Gray presented a revision to the Metro COG agency property insurance, after an internal audit found that the agency was under-insured after the remodel and installment of new furnishings.

MOTION: Authorize the Executive Director to increase Metro COG's property insurance coverage from \$102,000 to \$300,000.

Mr. Gunkelman moved, seconded by Mr. Hendrickson.

MOTION, passed. 12-0

Motion carried unanimously.

4. Additional Business

No additional business.

5. Adjourn

MOTION: Adjourn the 575th Meeting of the FM Metro COG Policy Board

Mr. Breitling moved, seconded by Mr. Jesme.

MOTION, passed. 12-0

Motion carried unanimously.

The 575th Meeting of the FM Metro COG Policy Board held Thursday, March 19, 2020 was adjourned at 4:35 pm.

THE NEXT FM METRO COG POLICY BOARD MEETING WILL BE HELD April 16, 2020, 4:00 P.M. AT THE FM METRO COG CONFERENCE ROOM, ONE NORTH 2ND STREET, CASE PLAZA SUITE 232, FARGO, ND.

Respectfully Submitted,

Savanna Leach
Executive Assistant