

**WOOD COUNTY PARK DISTRICT  
BOARD OF PARK COMMISSIONERS SPECIAL MEETING MINUTES  
APRIL 15, 2020**

**1. CALL TO ORDER**

The special meeting was called to order by Chairman Tom Myers at 4:30 p.m. The meeting was a videoconference in keeping with temporary revisions made to Ohio's Sunshine Law by state legislature in dealing with the COVID-19 pandemic.

**2. ROLL CALL**

Tom Myers, present  
Dennis Parish, present  
Bill Cameron, present  
Sandy Wiechman, present  
Kim Rose, present

Other staff present: Neil Munger

**3. NEW BUSINESS**

Mr. Munger began by expressing his appreciation to Volunteer/Communications Specialist, Jamie Sands, for her assistance in working out the details for the videoconference meeting.

Mr. Munger reported that the purpose for the special meeting is consideration and approval of three new policies. Mr. Munger stated that the first two policies were prepared by the Wood County Commissioners and are being presented today for adoption as Park District policy. Mr. Munger added that these policies are mandated by the federal government, directly relating to the COVID-19 pandemic.

Mr. Munger reported that the first policy for consideration is the Family First Coronavirus Response Act (FFCRA) Part 1 – Expanded Family Medical Leave Act (EFMLA). Mr. Munger stated that this policy expands the existing Family Medical Leave Act to include coverage for employees that need to take leave to care for children at home due to the closure of schools and daycare due to the Coronavirus (COVID-19). Mr. Munger noted that all three policies for consideration as well as the corresponding resolutions were provided to the board for review prior to the meeting.

Mr. Cameron moved approval of resolution 20-023, adopting the Wood County Family First Coronavirus Response Act (FFCRA) Part 1 - Expanded Family Medical Leave Act (EFMLA) policy. Ms. Rose seconded. Mr. Parish questioned if the policy had been reviewed by Park District legal counsel. Mr. Munger responded that as we are adopting policy that has been previously approved by the Wood County Commissioners, it has been reviewed and approved by the Wood County Prosecutors office. All in favor, motion carried.

Mr. Munger reported that the second policy for consideration is the Family First Coronavirus Response Act (FFCRA) Part 2 – Emergency Paid Sick Leave (EPSL).

Mr. Munger stated that this policy provides 80-hours of paid sick leave for Coronavirus (COVID-19) issues.

Ms. Wiechman moved approval of Resolution 20-024, adopting the Wood County Family First Response Act Part 2 – Emergency Paid Sick Leave (EPSL) policy. Mr. Parish seconded. All in favor, motion carried.

Mr. Munger reported that the third policy for consideration is a Park District policy that establishing requirements and guidelines for employees engaging in authorized teleworking. Mr. Munger noted that in the orders that were enacted by the Ohio Director of Health, working from home is highly recommended for any employees that are able to do so. Mr. Munger noted that there have been other instances when employees have requested to work from home for a variety of pertinent reasons and this policy would set guidelines for teleworking as well as expectations of employees when approved to do so.

Mr. Cameron moved approval of Resolution 20-025 establishing a teleworking policy for the Wood County Park District. Ms. Rose seconded. Ms. Wiechman questioned if this policy will only be in effect during the current COVID-19 pandemic. Mr. Munger responded that as we have had employees previously request the ability to work from home for various legitimate reasons, this would be a policy he intends to continue as standard Park District policy and included in the employee policy manual moving forward. All in favor, motion carried.

4. **ADJOURNMENT**

Mr. Parish moved adjournment. Mr. Cameron seconded. The meeting was adjourned at 4:52 p.m.



Sandra Wiechman, Vice Chair



Neil A. Munger, Director

**Wood County Park District**  
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