



MEMORANDUM

Date: April 6, 2020

To: Department Directors

From: C.H. Huckelberry
County Administrator 

Re: **Summary of Items Discussed at the April 6, 2020 Director's Meeting**

We are attempting to trace why the audio was so poor at today's Skype meeting. It is possible that if there were individuals calling in from home or on cell phones, such may have caused the poor audio quality. We will certainly let you know when we find out.

1. Budget

As I indicated, the budget for Fiscal Year 2020/21 will be extraordinarily difficult. In preparation for adverse impacts to our State shared revenues that should begin to show up in reports this May and June, next year's budget will have the following automatic reductions:

- Three percent Attrition - the personnel services of the overall budget will have a 3 percent reduction applied to it. The reduction may not be uniform dependent upon departments who already have reduced staff. Specifics can be obtained from the Finance Department's Budget Division representing your budget.
- Out of State Travel in Fiscal Year 2020/21 - The out-of-State travel budget will be decreased by 75 percent.
- Supplies - Supply categories can be general and vary significantly. For example supplies cover a variety of items such as office supplies, food, etc. These areas will be cut by 15 percent. Budget staff will communicate with your department as to which particular categories of supplies are receiving the 15 percent reduction.

As you also know, I have asked that the budget be prepared for a possible 5 percent overall total reduction, particularly as it related to departments supported by the County's General Fund. These reductions will not be applied at this time, but may be applied late this fiscal year as we begin to see the actual impact of COVID-19 economic impacts through State-shared revenue receipts.

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In addition, it is important to plan for a future reduction, since the property tax base lags sales tax revenues by approximately one year to 18 months.

2. Additional Personnel Policy Considerations – The COVID-19 pandemic has caused the County to consider a number of personnel policy modifications, particularly as it relates to attendance and other items. Some of these policies have already adopted by the Board; however, the Human Resources Department is considering a number of other policy modifications that I intend to forward to the Board in the coming weeks. These are as listed below:
 - Waiver of Vacation Accrual Maximum – Presently, the maximum accrued vacation limit is 240 hours. It is likely a number of essential employees will not be able to take a vacation for the balance of this fiscal year into next year; therefore, we are considering waiving the 240 accumulation maximum, with any hours in excess of this number to be used in the subsequent fiscal year.
 - Integration of the Families First Coronavirus Response Act and available leave options in personnel policies.
 - Temporary assignments - Allowing additional employees to be assigned to temporary assignments to assist in providing public services.
 - COVID-19 furlough – Furloughs are completely different from layoffs. There may be a time during the COVID-19 pandemic where certain employees completely exhaust all of their leave banks, including federal leave and would be unable to work. These employees would be given the option to take a furlough which is leave without pay, but it comes with the ability to apply for unemployment benefits. Once the furloughed employee is able to return to work, it eliminates the need for a rehiring process that would be necessary if layoffs were utilized to reduce workforce. In addition, there is a temporary continuation of benefits discussion regarding those who may be placed on furlough status.
 - Hazard Pay - There was consideration of establishing some type of additional pay for those employees who have frequent, unavoidable contact with the public and cannot meet recommended social distancing standards. These employees may be eligible for at-risk pay. This option is still evolving.
 - Wellness Checks - As mentioned in my communication to the Board of Supervisors on the April 2, 2020 Agenda, wellness checks will begin as soon as we receive the thermometers.

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3. Reporting of Work, Telecommuting and Leave in ADP Payroll System

It is important that we have an accurate assessment of the County workforce at any given time. In addition, it is also important time recording be kept accurate to ensure maximum ability to be reimbursed for certain federal leave bank use that is authorized to County employees.

The Analytics and Data Governance Department has developed a standard process and reporting so Department Directors will have an accurate assessment of the workforce. A detailed process will be developed and provided to all departments. It is important that time worked, time telecommuting and leave time be accurately reported. This data will be reported every pay period.

4. Telecommuting

In the future, we will have an accurate assessment of those employees who are telecommuting and those who are on leave due their assigned location having been closed. It is important that Department Directors closely monitor telecommuting employees to ensure that assignments are completed.

5. Volunteers

As the COVID-19 response becomes more robust, it may be necessary to reassign employees to essential services in an effort to help vulnerable populations and assist in ensuring food security throughout the County. These reassignments could be to assist nonprofits such as the Community Food Bank, the Pima Council on Aging and other nonprofits.

CHH/anc

c: The Honorable Chairman and Members, Pima County Board of Supervisors
Jan Leshar, Chief Deputy County Administrator
Carmine DeBonis, Jr., Deputy County Administrator for Public Works
Francisco García, MD, MPH, Deputy County Administrator & Chief Medical Officer,
Health and Community Services