



North St. Louis Soil and Water Conservation District
505 3rd St N Suite A, Virginia MN 55792
Emergency Phone Meeting at 1:30 p.m.
Wednesday, March 18, 2020

EMERGENCY MEETING AGENDA

Call in number (515) 604-9300
Access Code 166660#

ESTABLISH QUORUM AND CALL MEETING TO ORDER, THEN

1. Approve Agenda

NEW BUSINESS:

2. COVID-19
 - a. Advancing Paid Sick Leave during a Public Health Emergency Policy
 - b. Following county/state/federal protocol or whichever is most restrictive
 - c. Formally allowing all staff to work from home during this emergency
 - d. Closing office, if it comes to that
 - i. To the public
 1. Are employee's family members permitted inside the premises?
 - ii. To staff
 1. At what point do we require work from home?
 - e. Authorizing District Administrator or Board Chair to make decisions for the District regarding COVID-19 as the situation unfolds
 - f. Board and staff attendance at meetings
 - g. Other COVID-19 concerns or developments
3. Data Practices During a State of Emergency
 - a. Alternate if District Administrator is unable to get to office within 10 days for a request about a data subject.

CLOSING:

4. Adjourn

From: Minnesota Department of Administration 3/16/2020:

Minnesota Statutes [Section 13D.021](#) requires a public body to make a determination that an in-person meeting is "not practical or prudent because of a health pandemic or an emergency declared under chapter 12." At this time, the governor has declared an emergency under Ch. 12.

Requirements for holding a meeting via telephone or other electronic means include:

1. All participating members can hear one another;
2. Members of the public at the physical meeting location can hear all discussion "unless attendance at the regular meeting location is not feasible due to the health pandemic";
3. At least one member of the public body is present at the meeting location, "unless unfeasible due to the health pandemic"; and
4. All votes are taken by roll call.

To the extent practical, public bodies should allow the public to monitor the meeting remotely, pursuant to subdivision 3 of this section. However, the public body may charge for the costs incurred as a result of those additional monitoring connections.