

**MINUTES FROM AN EMERGENCY JOINT MEETING HELD BY THE BOARD OF COUNTY COMMISSIONERS WITH THE WARREN COUNTY BOARD OF EDUCATION FOR THE COUNTY OF WARREN IN THE WARREN COUNTY ARMORY CIVIC CENTER ON SUNDAY, MARCH 15, 2020 AT 1:00 PM.**

The Joint Meeting was called to order by Chairman Tare Davis. Other Commissioners present: Bertadean Baker, Victor Hunt, Jennifer Pierce and Walter Powell. Others in attendance: County Manager Vincent Jones, Emergency Services Director Dennis Paschall and Health Director Margaret Brake. Absent: County Attorney Hassan Kingsberry. Board of Education members present: Chairperson Ebony Talley-Brame, Linda Byrd, Victoria Liehman and Superintendent Dr. Mary L. Young.

After conducting prayer and pledge of allegiance, Chairman Davis read the Notice of Emergency Joint Meeting:

**Notice of Emergency Joint Meeting of  
Warren County Board of Commissioners & Warren County Board of Education**

Notice is hereby served that the Warren County Board of Commissioners will hold an Emergency Meeting on Sunday, March 15, 2020 at 1:00 pm in the:

Amory Civic Center  
501 US Hwy 158 Business, East  
Warrenton, NC 27589

This Emergency Meeting is called to consider:

- Staff Updates;
- Joint Board Discussion between Board of Commissioners and Warren County Board of Education;
- Declaration of State of Emergency related to the COVID 19;
- Consider Temporary Increase of County Manager’s Spending Authority (\$50,000) to allow emergency expenditures related to COVID 19 response; and
- Approve temporary suspension of customer water and sewer disconnection for non-payment Warren County will temporarily suspended customer water and sewer service disconnections for non-payment for 60 days. The purpose is to help mitigate the spread of the COVID19 virus.

All Board of Commissioners Meetings are open to the public.  
Tare Davis, Chairman - Warren County Board of Commissioners

Chairman Davis announced the emergency joint meeting was called to 1) mitigate the spread of COVID-19 virus, 2) discuss the governors mandate of 2-week closing of public schools and 3) the practice of social distancing.

Staff updates were given as follows:

- **Vincent Jones, County Manager**  
Has and continues to provide public information on how to lessen the outbreak. Moving to a different level of awareness: 1) recreation activities have been suspended through April 6, 2020; 2) staff and public are encouraged to observe mitigation practices, especially at the Senior Center; and 3) a meeting will be held at EM headquarters tomorrow (March 16<sup>th</sup>) with all partners.
- **Dr. Mary Young, Superintendent, Warren County Board of Education**  
In the past couple weeks, the school system has been pro-active; school district family has prepared materials:

1) educating students on hygiene	4) cleaning & disinfecting of buses
2) approved disinfectant materials	5) student services will be promoting mental wellness, looking at list of students with greatest concerns
3) stay at home if sick	6) list of homeless – social workers are working with parents to make sure they have what’s needed.

7) use social distancing	14) posting information in English and Spanish.
8) cancelled all external events, including district meetings,	15) instructional – distance learning web site are listed; Spectrum is providing free wi-fi for 60 days to students
9) HR has scheduled only essential staff for the upcoming week, personnel alternate days coming in Monday, others come in on Tuesday and then others work all week	16) partnering with Public Library and churches for use of hot spots for students to complete their instructional packets
10) payroll will be handled as normal	17) distributing packets in many ways
11) food will be made available for parents to pick up between 11am to 1pm a limit of 10 meals per vehicle.	18) updates will be provided through mass communication as things change
12) still coordinating how meals will be distributed to the community	19) Safety is paramount!
13) custodians will do deep cleaning	

- **Dr. Margaret Brake, Health Director**

As of today (3-15-2020), there are 32 cases in North Carolina, no deaths. There are no cases in Warren County. Response to COVID-19 is governed by established local, state and federal plans. There are weekly calls with state agencies for updates. There are a limited number of test kits available to each community; guidelines are changing rapidly; coordinated efforts for testing. We will have a continued response to citizen inquiries and will be contacting child care facilities this week. Working with providers to identify possible infections and investigate close contacts, all cases are reported to the State which is then reported to Center for Disease Control (CDC).

- **Dennis Paschall, Emergency Services**

Emergency Management is active in monitoring COVID-19, making sure EM personnel have up-to-date information. Warren County’s Emergency Operating Plan (EOP) provides guidelines to follow. Monday (3-16) EM will host a key stakeholders meeting. Federal reimbursement may be available to the county for expenses associated with responding.

**Joint Board Discussion**

**Dr. Young, School Superintendent:** school system plans to cover 450 square miles of the county’s roads to make sure students get meals during the week. Collaborating with various agencies for meal delivery.

**Chairman Davis –** ramp-up meals on wheels program. Open call center for public information dissemination.

**Commissioner Pierce –** are all meals picked-up from the high school?

**Dr. Young –** at the time meals are ordered we can get them for kitchen prep or ready to eat. We are trying not to waste food, there’s a weeks-worth of food in storage. Parents can pick-up meals from Vaughan and Northside Elementary Schools and from Warren County High School. We may get bus drivers to deliver meals if they do not have second jobs to go to after their morning routes. Monday meals will be at the High School.

**Chairman Davis –** we do not want people exposed to the virus while delivering meals.

**County Manager Jones –** Health assessments will be part of the response plan.

**Dr. Young –** the food distribution will be ‘grab and go’. No one will come into the facility. Parents will get instructional packets and food to go curbside.

**Commissioner Baker –** monitor parents when picking up food, cut down on duplication.

**Dr. Young –** meals will be available up to 10 per vehicle (breakfast & lunch), no ID’s required; there are between 1,800 to 1,900 students in the county. All planning is subject to change, there is scheduled a 3pm superintendents conference call. Monday there will be a table set up for parents/students to receive meals between 11am to 1pm at the High School. Monday 10am-4pm, Tuesday 10am-6pm and Wednesday 8am-noon a separate table will be set up for instructional materials. Tuesday pick-up will be at Vaughan, Northside and the High School.

**School Board member V. Liehman –** precincts are a good location for pick-ups.

**Chairman Davis –** we will use newspaper, radio and FaceBook to get the message out.

**County Manager Jones –** will keep county services going as long as we can; requesting residents handle business by phone, online or by using a dropbox. Governor’s Executive Order does not impact business of county offices. Staff can use administrative and/or personal leave. Department of Health & Human Services (NC DHHS) outlined protocol for public contact. Encouraged residents to pay attention to county’s web site and Facebook page.

**Chairman Davis –** this is going to impact our day-to-day lives.

Fire Chief Joey Andrews – fire departments are looking for direction on how volunteer fire department personnel will protect themselves.

Commissioner Hunt – we need to set-up a central information hotline, so the public does not have to call every department.

County Manager Jones – the county has the capability to set-up a hotline.

Sheriff Williams – implemented at Detention Center ‘no visitation’; adjustments are being made for court appearances. Only arresting for major crimes; others will be under house arrest.

Clerk of Court Blalock – courts are closed for 30 days; cases for timely hearing will be tried; domestic and small claims will still move forward.

### Floor Opened for Public

Norlina Commissioner T. Simes – bus drivers know the routes, some routes overlap.

Johnson – has anyone been tested: meal coordinators and/or emergency responders?

Harris – one solution, school system should appoint someone to work with county staff to man public information office.

B. Espinosa – as a nurse, recommended immediately checking temperature to gauge if someone has the virus.

S. Brown – concerning county magistrate offices, what are the sanitation methods?

Rev. Sharp – volunteered his churches assistance.

### Declaration of State of Emergency related to the COVID 19

On motion of Commissioner Pierce, which was seconded by Commissioner Baker and duly carried by unanimous vote, Warren County Declaration of a Local State of Emergency Corona Virus Disease 2019 (COVID-19) Pandemic, was adopted.



**WARREN COUNTY BOARD OF COMMISSIONERS**  
602 WEST RIDGEWAY STREET  
POST OFFICE BOX 619  
WARRENTON, NORTH CAROLINA 27589

Tare Davis, Chairman  
Victor Hunt, Vice Chairman  
Bertadean Baker  
Jennifer Pierce  
Walter Powell

Vincent Jones  
County Manager

Angelena Kearney-Dunlap  
Clerk to the Board

### **WARREN COUNTY DECLARATION OF A LOCAL STATE OF EMERGENCY CORONAVIRUS DISEASE 2019 (COVID -19) PANDEMIC**

**WHEREAS**, Warren County expects to receive public health impacts from the COVID-19 pandemic

**WHEREAS**, as a result of the above described emergency, on Friday, March 13, 2020, a National State of Emergency was issued for the COVID-19 Pandemic, and on March 10, 2020, North Carolina declared a State of Emergency to coordinate the State’s response and protective actions to address the Coronavirus Disease 2019 (COVID-19), and on March 14, 2020, the State of North Carolina Executive Order No. 117, Prohibiting mass gatherings and directing the statewide closure of K-12 Public Schools to limit the spread of COVID-19; and impacts of COVID-19 could be inclusive of, but not limited to, increasing volumes of COVID-19 patients, additional demands on Emergency Services, through the continued need for Personal Protective Equipment (PPE) and decontamination solutions, workforce exposure to suspected patients and great demands placed on medical providers, Health Department, Law Enforcement, and Schools which could result in extended work hours for all County staff and impacted agencies having jurisdiction within the boundaries of Warren County. These overall impacts could be Countywide.

**WHEREAS**, as a result of the above-described disaster, I have determined that there is an imminent threat of, or existing conditions have caused or will cause, widespread or severe disruption to County services or other damage, injury, severe illness or possible loss of life.

**WHEREAS**, declaring a State of Emergency and imposing the restrictions and prohibitions ordered herein is necessary to maintain order and protect public health, safety, and welfare.

**NOW, THEREFORE,** pursuant to the authority vested in me as the Chairman of the Board of Commissioners of Warren County, North Carolina under Article 1A of Chapter 166A of the North Carolina General Statutes (NC GS 166A-19.3(19) and the Warren County State of Emergency Ordinance:

**Section 1.** A State of Emergency is hereby declared within the jurisdiction of Warren County, North Carolina, and by the request of the mayors or their appointed representatives of the Towns of Norlina, and Macon.

**Section 2.** The emergency area covered by this state of emergency shall be Warren County, North Carolina, to include the Towns of Norlina, and Macon.

**Section 3.** The following restrictions and prohibitions are imposed:

**A. Emergency Operations Center:** I have determined that, in the best interest of public safety and protection, it is necessary to open the County Emergency Operations Center.

**B. Execution of Emergency Plan:** All civilians and Emergency Management personnel are ordered to comply with the emergency plan.

**C. Control Measures:** Control Measures could be placed in effect immediately to implement plans for the prevention of, preparation for, response to and recovery from any and all emergency situations that may result from the impacts of the COVID-19 Pandemic. These Control Measures will be coordinated with the federal, state and local agencies for the orderly protection, treatment and rehabilitation of affected persons.

**Section 4.** I hereby order all Warren County, Department of Health, law enforcement officers and employees and all other emergency management personnel and County departments subject to our control to cooperate in the enforcement and implementation of the provisions of this Declaration, all applicable local ordinances, state and federal laws, and the Warren County Emergency Operations Plan.

**Section 5.** I hereby order this declaration: (a) to be distributed to the news media and other organizations calculated to bring its contents to the attention of the general public; (b) to be filed with Clerk to the Board of Commissioners of Warren County and (c) to be distributed to others as necessary to ensure proper implementation of this declaration.

**Section 6.** This declaration shall take effect on Sunday, 15<sup>th</sup> day of March at 2:00 p.m. and shall remain in effect until modified or rescinded.

DECLARED this the 15<sup>th</sup> day of March at 2:00 p.m.



ATTEST:

  
Anglena Rearney-Dunlap, Clerk

  
Tare Davis, Chairman  
Warren County Board of Commissioners

**Consider Temporary Increase of County Manager's Spending**

**Request for spending authority not to exceed \$50,000 to allow emergency expenditures related to COVID 19 response.**

**Chairman Davis suspended parliamentary procedure to allow discussion:**

**County Manager Jones – the request covers supplies and personnel related costs.**

**Chairman Davis – anything outside that scope will be presented to the Board of Commissioners.**

**On motion of Commissioner Hunt, which was seconded by Commissioner Baker and duly carried by unanimous vote, a temporary increase of County Manager's spending authority, not to exceed \$50,000, was granted to allow emergency expenditures related to COVID 19 response.**

**County Manager Jones – you can place a limit on the amount if you prefer.**

**Commissioner Pierce – Does this include requests from the school system?**

**County Manager Jones – yes it does, but depends on the level of request.**

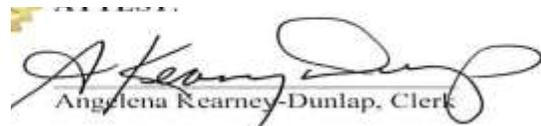
**Approve temporary suspension of customer water & sewer disconnection for non-payment:**  
Warren County will temporarily suspend customer water & sewer service disconnections for non-payment for 60 days. The purpose is to help mitigate the spread of the COVID-19 virus.

On motion of Commissioner Baker, which was seconded by Commissioner Pierce and duly carried by unanimous vote, temporary suspension of customer water & sewer service disconnections for non-payment was approved for a 60-day period. The purpose is to help mitigate the spread of the COVID-19 virus.

Chairman Davis stated this meeting was held to develop a foundation of how we will proceed:

- Establish contact person for the county – Warren County Manager Vincent Jones and
- Establish a public information call-in number.

With no further business to discuss and on motion of Commissioner Hunt which was seconded by Commissioner Baker, the March 15, 2020 Emergency Joint Meeting was adjourned at 3:00 pm.



Angeleno Kearney-Dunlap, Clerk