



*Stronger Counties. Stronger Ohio.*

209 East State Street • Columbus, Ohio 43215-4309  
Phone: 614-221-5627 • Fax: 614-221-6986  
Toll Free: 888-757-1904 • [www.ccao.org](http://www.ccao.org)

Cheryl Subler, Executive Director

**March 30, 2020**

TO: ALL COUNTY COMMISSIONERS, COUNTY EXECUTIVES, COUNTY COUNCIL MEMBERS,  
COUNTY ADMINISTRATORS AND COUNTY CLERKS

FROM: CHERYL SUBLER, EXECUTIVE DIRECTOR  
RACHEL MASSOUD, POLICY ANALYST  
ADAM SCHWIEBERT, POLICY ANALYST

RE: MARCH 30, 2020 COVID-19 UPDATES

**Gov. DeWine Press Conference**

Today, Gov. DeWine held another press conference regarding the novel coronavirus (COVID-19). Ohio now has 1,933 confirmed cases. There have been 39 COVID-19 related deaths.

Dr. Amy Acton will be issuing another order today extending school closures through Friday, May 1<sup>st</sup>.

If you want to help Ohio's response to this pandemic, you can contact the state at [together@governor.ohio.gov](mailto:together@governor.ohio.gov).

A video of the governor's March 30<sup>th</sup> press conference can be found [here](#). The administration plans to continue daily press briefings at 2 pm. Press conferences can be viewed on [www.ohiochannel.org](http://www.ohiochannel.org).

**Tolling of administrative action deadlines**

One of the issues CCAO asked that be addressed in COVID-19 emergency legislation asked for "Granting Flexibility for Statutory Timelines / Reducing In-Person Meeting Requirements." As we noted in our request, county government would benefit from the ability during the declared emergency to extend or waive statutory deadlines that govern county operations. Building/zoning applications which are required by statute to be filed by March 31<sup>st</sup> was raised as an example.

The legislature responded to our request by "tolling" the running of the time period to completion in temporary law SECTION 22 of HB 197 – found on Page 338 of the enrolled version – which provides:

Section 22. (A) The following that are set to expire between March 9, 2020, and July 30, 2020, shall be tolled: ...

(10) Any other criminal, civil, or administrative time limitation under the Revised Code.

This language essentially "stops the clock" for zoning, building, health hearings and other types of administrative action where a citizen is seeking a decision or action from the county government. The number days remaining after March 9 for the action/response will be added on beginning on July 31 being the first day.



Fax: 614-220-0209  
[www.corsa.org](http://www.corsa.org)



Fax: 614-229-4588  
[www.cebco.org](http://www.cebco.org)



Fax: 614-221-6986  
[www.ccao.org](http://www.ccao.org)

Procedurally the new date for action is calculated this way:

A – If the date on which an action must be taken is set to expire between March 9, 2020 and July 30, 2020 the date is tolled through July 30.” [e.g. response to some action is due by March 27]

B – Determine how many days after March 9 exist before the action must be taken [days from March 9 until March 27 = 18 days]

C – Add the remaining days starting with July 31 [July 31 (day 1) + August 1 through August 17 (17 days) = August 18

D – The final day on which the action must be taken is August 18.

Note that there is no prohibition from the county government and the citizen mutually agreeing to a different time for processing, however, the response date of August 18 cannot be moved up to an earlier date without mutual agreement.

We urge you to consult with your prosecutor in more detail regarding this issue.

Example:

**Building permit** - was denied on March 2 with 15 days for the applicant to appeal [ March 17] – March 17 is 8 days after March 9 – add 8 days beginning July 31 – response is due August 8.

### **New County Advisory Bulletins (CAB) regarding sample HR policies**

CCAO wishes to serve as a resource to our members regarding the many human resource-related questions members are currently encountering. To assist members, CCAO has worked with Marc Fishel of Fishel, Downey Albrecht and Riepenhoff LLP to create the following sample human resource policies relating to FMLA and emergency paid sick leave as they apply to the COVID-19 pandemic. CCAO has also partnered with Marc to develop a sample teleworking policy and teleworking tips sheet that may be useful guides for counties. Please feel free to contact CCAO with any further human resource-related questions.

[CAB Sample FMLA COVID-19 Policy](#)

[CAB Sample Temporary Emergency Paid Sick Leave Policy](#)

[CAB Sample Teleworking Policy](#)

[CAB Teleworking Tips](#)

### **Updated CAB on Employment Law FAQs**

The updated CAB on COVID-19 Employment Related FAQs can be found [here](#). These updates were made following Friday’s webinar and the release of the Department of Labor’s guidelines.

### **Register for Friday’s HR Webinar: Update to Employment Implications and Options During the Coronavirus Pandemic**

CCAO will hold an HR webinar this Friday, April 3<sup>rd</sup> at 1:00 pm. As the issues relating to the coronavirus change, there are more employment-related questions. This webinar will provide an update on these issues along with the latest information concerning the application of the Families First Coronavirus Response Act.

Presenter: Jeffrey A. Stankunas, Attorney at Law, Isaac Wiles Burkholder & Teetor LLC

[Click here](#) to register for this timely educational opportunity. If you are unable to register to the link above, please email [Nedra Benson](mailto:Nedra.Benson@ccao.org), nbenson@ccao.org, CCAO administrative professional, and provide her with your email address.

### **Summary of Unemployment Claims by County**

Jon Honeck, CCAO senior policy analyst, formatted a chart showing initial weekly unemployment claims by county for the week ending on 3/14 and the week ending on 3/21. To view the chart, click [here](#). If you have questions, please contact Jon at 614-600-8900 or [jhoneyck@ccao.org](mailto:jhoneck@ccao.org).

### **CCAO/CORSA/CEBCO Bi-weekly COVID-19 Briefing Calls**

CCAO, CORSA and CEBCO will host a biweekly COVID-19 briefing call for members every Monday and Thursday at 3:30 p.m. The next call will be Thursday, April 2nd. The call-in information is:

**Dial 1-877-273-4202**  
**Access code 889-229-624**

Our goal with these briefing calls is to provide our members with an informative and positive experience. In order to better achieve this goal and due to the volume of callers, we have decided to change the format. We ask that participants pose questions during the call by **texting** Rachel Massoud (CCAO policy analyst) at **513-543-3723**. Rachel will read the questions to our speaker(s) and state the name and title of the person who posed the question. Participants will remain muted throughout the duration of the call. We hope this format will reduce duplication, keep our calls focused and concise, and provide the best experience possible for our participants.

### **Other Resources**

[White House April 1 Briefing Call Registration](#)

[Notes from ODJFS Director Hall's Weekly Conference Call](#)

As a reminder, the NACo COVID-19 webpage <https://www.naco.org/resources/featured/coronavirus-disease-2019> includes nationwide information about county response as well as information about federal relief packages relating to COVID-19.

Visit <https://ccao.org/resources/coronavirus-updates/> for updates, FAQs and previous memos. Current information from the Ohio Department of Health can be found at [www.coronavirus.ohio.gov](http://www.coronavirus.ohio.gov). If you have questions regarding this memo or best practice suggestions relating to COVID-19, please contact Adam Schwiebert, policy analyst, at [aschwiebert@ccao.org](mailto:aschwiebert@ccao.org), or Rachel Massoud, policy analyst, at [rmassoud@ccao.org](mailto:rmassoud@ccao.org).