



City of Huber Heights
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Administrative Order

Subject	Holding Required Public Meetings Remotely – ACTIVE Level of Precaution
Directive #	2020-003
Issue Date	March 15, 2020
Issued By	Rob Schommer, City Manager

Policy Statement

Mayor Gore and city management have continuously monitored the increasing levels of concern and efforts to control the spread of the Coronavirus through local, regional and state resources. The health and safety of all residents and employees is paramount to ensuring there is minimal disruption to the delivery of essential city services. The Governor and the Health Commissioner have issued orders which escalate the level of social distancing and precautionary measures by closing additional facilities throughout the state. City Leadership has planned and prepared for such an event in order to invoke significant precautionary measures through the established Workplace Infectious Disease Outbreak Control and Response plan.

Considering that, the City of Huber Heights is hereby in ACTIVE level regarding the workplace infectious disease outbreak control and response directive.

1. Holding Required Public Meetings Remotely

- a. Any public meeting not required to continue the governance of the City will be postponed or cancelled including boards and commissions
- b. In accordance to the Resolution passed in an emergency meeting of City Council on March 15, 2020, all public meetings that are required to be held to continue the governance and delivery of services to the community shall be help remotely via video conference technology
- c. All meetings will remain viewable to the public by the livestream system.
- d. All provisions of meeting rules, minutes, and records requirements will be maintained and followed
- e. Only Required Personnel shall be permitted to be physically present to facilitate and conduct the technology, recording and authentication aspects of the meetings

2. Essential Personnel Only

- a. In accordance to Administrative Order 2020-001, the City Manager will close all city buildings for non-emergency access and to any other than essential city personnel.
- b. Procedures of telecommuting will be implemented as the number and level of essential staff will be determined by the City Manager
- c. Employees will refer to Administrative Order 2020-001 regarding ACTIVE level precautions and telecommuting policies

This Order is in effect IMMEDIATELY