



**County Administrative  
Office  
COUNTY OF TULARE  
AGENDA ITEM**

**BOARD OF SUPERVISORS**

KUYLER CROCKER  
District One

PETE VANDER POEL  
District Two

AMY SHUKLIAN  
District Three

EDDIE VALERO  
District Four

DENNIS TOWNSEND  
District Five

**AGENDA DATE:** March 31, 2020

Public Hearing Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Scheduled Public Hearing w/Clerk	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Published Notice Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Advertised Published Notice	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Meet & Confer Required	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Electronic file(s) has been sent	Yes	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Budget Transfer (Aud 308) attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Personnel Resolution attached	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Agreements are attached and signature line for Chairman is marked with tab(s)/flag(s)	Yes	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
CONTACT PERSON: Jason T. Britt    PHONE: (559) 636-5005				

**SUBJECT:** Confirm Emergency Order for the Maintenance of Critical Infrastructure and Closure of County Facilities

**REQUEST(S):**

That the Board of Supervisors:

Confirm an Emergency Order issued by the County Emergency Services Director for the Maintenance of Critical Infrastructure and Closure of County Facilities to Physical Access by the Public, pursuant to Tulare County Ordinance Code section 1-15-1030(f).

**SUMMARY:**

On March 11, 2020, the County Coordinator of Emergency Services proclaimed a local emergency due to the presence of COVID-19 within Tulare County, which was later ratified by the Board on March 17, 2020. Since that time, the severity of the local emergency has increased daily, with additional reported cases of COVID-19 infections and related deaths in all areas of California, the U.S., and throughout the world.

On March 19, 2020, Governor Newsom issued Executive Order N-33-20, ordering all California residents to stay at home, except as needed to maintain the continuity of operations in infrastructure sectors critical to protect the health and well-being of all Californians.

As the County is responsible for providing essential services that ensure the health and safety of its residents and employees, on March 23, 2020, the County Director of Emergency Services found that it was necessary to focus staffing and resources to maintain its critical infrastructure by issuing an Emergency Order for the

**SUBJECT:** Emergency Order for the Maintenance of Critical Infrastructure and Closure of County Facilities

**DATE:** March 31, 2020

Maintenance of Critical Infrastructure and Closure of County Facilities to Physical Access by the Public.

The order provides for the following:

1. Identifies essential services to maintain critical infrastructure.
2. Identifies essential services necessary to support critical infrastructure
3. Provides for County employees providing non-essential services to be utilized by other agencies providing essential services.
4. Orders all County-operated facilities, the Tulare county Employees Retirement Association, and the Tulare County Association of Governments to close physical public access, with exceptions as listed in section 4 of the order.
5. Identifies services that are non-essential to the County's critical infrastructure, which will be unavailable to the public.

Pursuant to County Ordinance Code section 1-15-1030(f), this order shall be confirmed by the Board of Supervisors at the earliest practicable time.

**FISCAL IMPACT/FINANCING:**

There is no Net County Cost to the General Fund.

**LINKAGE TO THE COUNTY OF TULARE STRATEGIC BUSINESS PLAN:**

The County's Strategic Business Plan includes the Safety and Security initiative, with a directive to plan and provide coordinated emergency preparedness, response, recovery and mitigation capabilities for both natural and man-made disasters. This emergency order ensures that all necessary actions are taken to maintain critical County infrastructure while mitigating the spread of COVID-19.

**ADMINISTRATIVE SIGN-OFF:**

   
\_\_\_\_\_  
Jason T. Britt  
County Administrative Officer

cc: County Administrative Office

Attachment(s) Emergency Order by the Tulare County Emergency Services Director for the Maintenance of Critical Infrastructure and Closure of County Facilities to Physical Access by the Public





**EMERGENCY ORDER BY THE TULARE COUNTY EMERGENCY SERVICES  
DIRECTOR FOR THE MAINTENANCE OF CRITICAL INFRASTRUCTURE AND  
CLOSURE OF COUNTY FACILITIES TO PHYSICAL ACCESS BY THE PUBLIC**

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**WHEREAS**, Government Code section 8630 and Tulare County Ordinance Code Section 1-15-1030 authorize the Director of Emergency Services to proclaim a local emergency when the County of Tulare ("County") is threatened by conditions of disaster or extreme peril to the safety of persons and property within the County that are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the County, and the Board of Supervisors is not in session; and

**WHEREAS**, on March 11, 2020, the Tulare County Coordinator of Emergency Services proclaimed a local emergency, as defined in Government Code Section 8558 and Tulare County Ordinance Code Section 1-15-1005, due to the presence of COVID-19 within Tulare County;

**WHEREAS**, the Tulare County Board of Supervisors ratified said proclamation at its regular meeting on March 17, 2020;

**WHEREAS**, the severity of the local emergency appears to be increasing each day, with additional reported cases of COVID-19 infections and related deaths in all areas of California, the U.S., and throughout the world; and

**WHEREAS**, on March 19, 2020, Governor Newsom issued Executive Order N-33-20, to order all residents of the State of California to stay home or at their place of residence except as needed to maintain continuity of operations of the federal critical infrastructure sectors, and other additional sectors as he designates as critical in order to protect the health and well-being of all Californians.

**WHEREAS**, the U.S. Center for Disease Control (CDC), the California Department of Public Health, and the California Department of Industrial Relations (DIR) issued Interim Guidance for Employers regarding COVID-19, recommending advising employees of infection prevention measures, and increasing the physical distance among employees and between employees and the public;

**WHEREAS**, Tulare County has made every effort to ensure the safety of its employees and the public by encouraging effective infection prevention measures in the workplace, and increasing physical distance among its employees, and between employees and the public, where feasible;

**WHEREAS**, Tulare County is responsible for providing essential services to maintain the critical infrastructure for ensuring the health and safety of its residents and the employees who provide such services;

**WHEREAS**, the Board of Supervisors is not in session, and cannot immediately be called into session; and

EMERGENCY ORDER BY THE TULARE COUNTY EMERGENCY SERVICES DIRECTOR FOR THE MAINTENANCE  
OF CRITICAL INFRASTRUCTURE AND CLOSURE OF COUNTY FACILITIES TO PHYSICAL ACCESS BY THE  
PUBLIC

**WHEREAS**, the Director of Emergency Services finds that consistent with Executive Order N-33-20 it is necessary for the health and safety of its residents and the Tulare County workforce to focus Tulare County staffing and resources to maintain its critical infrastructure.

**NOW, THEREFORE**, the Director of Emergency Services hereby:

1. Finds that Tulare County departments and staff work in essential positions which provide essential services to maintain critical infrastructure of the County. Tulare County staff are deemed essential positions while engaged in essential services as determined by the Emergency Services Director or the department Appointing Authority as defined in County Personnel Rule 2.7, or their designees. These critical infrastructure departments include, but are not limited to, the departments listed in this Section. Additional departments may be added at the determination of the Emergency Services Director.
  - a. Ag Commissioner-Sealer
  - b. County Administrative Office/Clerk of the Board
  - c. County Counsel
  - d. Department of Child Support Services
  - e. District Attorney-Public Administrator
  - f. Fire Department
  - g. General Services Agency
  - h. Health and Human Services Agency
  - i. Information and Communications & Technology Department
  - j. Probation Department
  - k. Public Defender's Office
  - l. Registrar of Voters
  - m. Resource Management Agency
  - n. Sheriff-Coroner
  - o. Solid Waste
  
2. Finds that to the extent other departments within the County are necessary to support the County's critical infrastructure, the departments listed below and their staff are hereby deemed essential positions while engaged in providing essential services necessary to maintain support of our critical infrastructure. The Emergency Services Director and/or the department Appointing Authority as defined in County Personnel Rule 2.7, or their designees shall determine which classifications will be utilized to perform these essential services. Nothing in this Order shall prevent the Emergency Services Director or designee from requiring employees working in other County departments not specifically listed to perform other essential services as needed to maintain the County's critical infrastructure.
  - a. Assessor/Clerk-Recorder
  - b. Auditor-Controller/Treasurer-Tax Collector
  - c. Human Resources and Development Division



3. Finds that to the extent County employees are provided to or utilized by other agencies to perform essential services to support other critical infrastructure within Tulare County, those employees shall be considered essential positions while performing those essential services as determined by the Emergency Services Director, or their Appointing Authority as defined in County Personnel Rule 2.7, or their designees, including but not limited to the following:
  - a. County Local Agency Formation Commission
  - b. Tulare County Employees' Retirement Association
  - c. Tulare County Association of Government
  - d. University of California Cooperative Extension
  - e. Workforce Investment Board
  
4. Orders all County operated facilities, the offices of the Tulare County Employees Retirement Association, and the Tulare County Association of Governments, are closed to physical public access, except as otherwise stated below. Nothing in this Order shall prevent the Emergency Services Director, or designee, to close additional County facilities to physical public access.
  - a. Ag Commissioner/Sealer's Office – effective March 23, 2020, Porterville District Office, 75 West Olive Avenue, #D, Porterville, CA 93257, will allow physical public access to the public between 1 p.m. and 2 p.m.
  - b. Board of Supervisors – effective March 23, 2020, Board Chambers and lobby located at 2800 W. Burrel Avenue, Visalia, CA 93291, will remain open for physical public access during any Board of Supervisors' meeting.
  - c. District Attorney's Office – Effective March 19, 2020, in order to ensure social distancing recommendations are being followed, the public is encouraged to obtain information via phone or online before physically accessing the following offices.
    - i. Visalia Courthouse Main Office, South Mooney Boulevard, Rooms 224, Visalia, CA 93291.
    - ii. Juvenile Office – Juvenile Justice Center, Room 101, Visalia, CA 93291.
    - iii. Burrel Office – 2637 West Burrel Avenue, Visalia, CA 9321.
  - d. Fire Department – Effective March 16, 2020, all station locations are open for emergency services only.
  - e. Health and Human Services Agency – will allow physical public access at the following locations under the following conditions.
    - i. Animal Services Shelter will be available by appointment only, effective March 18, 2020
    - ii. Mental Health Clinics will provide up to two days per week injectables by appointment only, effective March 23, 2020. Payee checks will be made available for pick up on Mondays only.
    - iii. Public Health Clinics will only allow physical public access to triage patient and treat patients with acute issues effective March 23, 2020.
    - iv. Environmental Health will allow mandated services by appointment only.

- v. Tuberculosis Clinics will allow physical public access by appointment only
  - f. Human Resources & Development Department – will allow physical public access by appointment only for job classification exams, fingerprinting, bilingual language testing, and interviews.
  - g. Resource Management Agency – Permit Center Offices will allow physical access by appointment only, effective March 23, 2020.
  - h. Sheriff's Department – all lobbies in any substation, jail, or Civil Services Unit located at 221 South Mooney Boulevard, Room 102, Visalia, CA 93291, will be open for emergency services or appointments only.
5. Find the following services non-essential to the County's critical infrastructure and will not be available to the public unless otherwise deemed essential by the Emergency Services Director, or the State of Emergency is terminated, whichever comes first. Except as otherwise set forth in Section 5, below, services shall be provided to the public via remote access as published at each location and on each County website.
- a. All In-Person Library Services: Effective March 17, 2020, all external meetings and special events at all County Public Library and Literacy Center locations are canceled. Effective March 17, 2020, the County Public Library will cease providing the following in-person services: Story Time, Book and Library Material Check Out, Access to Computer Labs and Internet Services, Reference and Readers' Advisory, Volunteer Services, access to the History Room, and Adult and Family Literacy Programs. Programs provided in the jails shall continue.
  - b. Cash Payments to the Auditor-Controller/Treasurer-Tax Collector: Effective March 19, 2020, the Auditor-Controller/Treasurer-Tax Collector will cease accepting any cash payments. Property tax payments may be made online, by mail, over the phone or at Tax Collector's drop box located outside the building.
  - c. County Fire Department Non-Emergency Services: Effective March 16, 2020, all public education, presentations and community events provided by the County Fire Department are canceled. Other non-emergency services may be provided by appointment by contacting your local County Fire Station via phone.
  - d. Cash Child Support Payments and Legal Documents for Child Support Services: Effective March 18, 2020, cash payments for child support may be made at any Child Support Office payment kiosk located in the lobby. Legal documents may be dropped off in the lobby at any Child Support Office.
  - e. Issuance of New Marriage Licenses: Effective March 19, 2020, no new marriage licenses will be issued. Existing marriage licenses should be mailed to the Clerk/Recorder's Office for processing.
  - f. Legal Filings and Related Documents: County District Attorney and County Public Defender will accept electronic service for all filings and related documents where legally permitted. Personal service of process is greatly discouraged.



- g. Health and Human Services Agency: The following services will no longer be provided:
- i. In person payments for accounts receivable
  - ii. Group Therapy, Monthly Support Groups, or Clinical Supervision through Child Welfare Services
  - iii. TulareWorks in person interviews, orientations, and hearings
  - iv. No Medi-Cal, CalFresh and CalWORKs redeterminations hearings for 90 days
  - v. General Relief Lien Collection
  - vi. In-Home Support Services (IHSS) provider orientations.
  - vii. IHSS Provider Services will be provided through available technology and will ensure social distancing is observed.
  - viii. All Adult Protective Services/Public Guardian services except for immediate response referrals will still be provided.
  - ix. Mental Health Group Therapy
  - x. All Transitional Living Center activities and visitation
  - xi. All general Public Health Clinic services. Phone calls and telemedicine will be pursued in treating patients and/or refilling medications.
  - xii. All Medical Therapy Unit all services
  - xiii. Oral Health, Tobacco Control Plan, Nutrition Education & Obesity Program (NEOP), and California Personal Responsibility Education Program (CA PREP) services.

Pursuant to County Ordinance Code section 1-15-1030(f), this order shall be confirmed by the Board of Supervisors at the earliest practicable time.


Date: March 23 2020

Time: 7:50 AM

By: \_\_\_\_\_

  
Jason T. Britt  
County Administrative Officer and Director of  
Emergency Services

APPROVED AS TO FORM:  
COUNTY COUNSEL

  
\_\_\_\_\_  
Deputy  
Matter No. 2020217

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