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COMPASS EXECUTIVE COMMITTEE MEETING APRIL 14, 2020 1:30 P.M. GOTOMEETING CONFERENCE CALL

** AGENDA **

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Access Code: 173-508-213

I. CALL TO ORDER (1:30)

II. OPEN DISCUSSION/ANNOUNCEMENTS

III. CONSENT AGENDA

Page 2 *A. Approve March 10, 2020, Executive Committee Meeting Minutes

IV. ACTION ITEM

Page 5 *A. Review and Consider Families First Coronavirus Relief Act (FFCRA) Leave Policy

Staff will review the Families First Coronavirus Relief Act (FFCRA) and its' potential impact upon COMPASS personnel policy. Staff recommends the attached policy statement be added for action to the COMPASS Board of Directors' agenda for April 20, 2020.

V. INFORMATION/DISCUSSION ITEMS

A. Status Report – COMPASS Operations During COVID-19 Public Health Emergency

Page 9 *B. Status Report – Regional Transportation Advisory Committee (Memo Only)

C. Reminder - Executive Director's Annual Review at May 12, 2020, Executive Committee Meeting (Notice Only)

VI. OTHER

VII. ADJOURNMENT (2:30)

*Enclosures Agenda is subject to change.

Those needing assistance with COMPASS events or materials, or needing materials in alternate formats, please call 475-2229 with 48 hours advance notice. Si necesita asistencia con una junta de COMPASS, o necesita un documento en otro formato, por favor llame al 475-2229 con 48 horas de anticipación.

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EXECUTIVE COMMITTEE AGENDA ITEM III-A

Date: April 14, 2020

EXECUTIVE COMMITTEE MEETING MARCH 10, 2020 COMPASS, 2ND FLOOR LARGE CONFERENCE ROOM MERIDIAN, IDAHO

****MINUTES****

ATTENDEES: Jay Gibbons, Commissioner, Canyon Highway District #4
Kendra Kenyon, Commissioner, Ada County, via telephone
Debbie Kling, Mayor, City of Nampa, **Secretary-Treasurer**
Justin Lucas for Sara Baker, Commissioner, Ada County Highway District
Jason Pierce, Mayor, City of Eagle
Steve Rule, Mayor, City of Middleton
Joe Stear, Mayor, City of Kuna, **Vice Chair**

MEMBERS ABSENT: Elaine Clegg, Councilmember, City of Boise, **Chair**
Tom Dale, Commissioner, Canyon County
Garret Nancolas, Mayor, City of Caldwell, **Chair Elect**
Robert Simison, Mayor, City of Meridian

OTHERS PRESENT: Morgan Andrus, Community Planning Association
Ken Burgess, Veritas Advisors
David Corcoran, Ada County Development Services
Meg Larsen, Community Planning Association
Amy Luft, Community Planning Association
Carl Miller, Community Planning Association
Matt Stoll, Executive Director, Community Planning Association

CALL TO ORDER:

Vice Chair Joe Stear called the meeting to order at 1:31 p.m.

OPEN DISCUSSION/ANNOUNCEMENTS

General announcements were made.

CONSENT AGENDA

A. Approve February 4, 2020, Executive Committee Meeting Minutes

Steve Rule moved and Debbie Kling seconded approval of the Consent Agenda as presented. Motion passed unanimously.

ACTION ITEMS

A. Establish April 20, 2020, COMPASS Board Meeting Agenda

Matt Stoll presented staff proposed Agenda Items 1-17 for the April 20, 2020, COMPASS Board of Directors' meeting. Matt requested the latitude to amend the agenda as necessary.

After discussion, **Debbie Kling moved and Jay Gibbons seconded approval of Agenda Items 1-17 for the April 20, 2020, COMPASS Board of Directors' meeting as presented. Matt Stoll has the latitude to amend the agenda as necessary. Motion passed unanimously.**

B. Approve Board Member Travel

Matt Stoll presented a travel request for Garret Nancolas to attend the National Association of Regional Councils' Annual Conference June 7-10, 2020, in Detroit, Michigan.

After discussion, **Jay Gibbons moved and Jason Pierce seconded approval of the travel request for Garret Nancolas to attend the National Association of Regional Councils' Annual Conference, June 7-10, 2020, in Detroit, Michigan, in the amount of approximately \$2200, with the caveat that he report to the Executive Committee upon his return. Motion passed unanimously.**

INFORMATION/DISCUSSION ITEMS

A. Status Report - 2020 Idaho Legislative Session

Ken Burgess provided a status report on the 2020 Idaho legislative session.

B. Status Report – FY2020 COMPASS Workgroups Tasks

Meg Larsen reviewed the FY2020 COMPASS workgroup tasks.

C. Status Report - Regional Transportation Advisory Committee – Memo Only

OTHER

Matt Stoll provided a reminder that the Executive Committee will be conducting the Executive Director's performance review at the May 12, 2020, Executive Committee meeting and reviewed the overall process.

ADJOURNMENT

Vice Chair Joe Stear adjourned the meeting at 2:18 p.m.

Approved this 14th day of April 2020.

By: _____
Elaine Clegg, Chair
Community Planning Association of
Southwest Idaho

Attest:

By: _____
Matthew J. Stoll, Executive Director
Community Planning Association of
Southwest Idaho

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EXECUTIVE COMMITTEE AGENDA ITEM IV-A

Date: April 14, 2020

Topic: Families First Coronavirus Relief Act Leave Policy

Request/Recommendation:

Review and recommend Families First Coronavirus Relief Act Leave Policy for COMPASS Board of Directors' approval.

Background/Summary:

On March 18, 2020, the Families First Coronavirus Relief Act (FFCRA) was signed into law. The law requires that covered employers provide new categories of paid leave to all employees, during the period April 1, 2020 through December 31, 2020.

The leave categories are:

- 1) Two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay where the employee is unable to work because the employee is quarantined (pursuant to Federal, State, or local government order or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis.
- 2) Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19 and/or the employee is experiencing a substantially similar condition.
- 3) Up to an additional 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay where an employee is unable to work (including tele-work) due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

The Internal Revenue Service has published additional guidance on the FFCRA requirements, including the documentation requirements. Employees that are requesting leave based on a school closing where the child is between fourteen and eighteen are asked to provide a statement about the special circumstances that require the employee to provide care.

Employees that are provided an opportunity to perform their work remotely and are able to do so are not eligible for these categories of leave. Currently, all COMPASS staff have transitioned to working remotely, and everyone is healthy as of this writing. COMPASS has not needed to provide these types of leave so far.

The FFCRA leave provisions present a fair amount of complexity in implementation. COMPASS staff is staying on top of the FFCRA guidance as it is published so staff can provide the leave in compliance with the law, should the need arise.

Implication (policy and/or financial):

The Families First Coronavirus Relief Act is law as of April 1, 2020 and employers are required to implement it.

More Information:

- 1) Attachment: Families First Coronavirus Relief Act Leave Policy
- 2) For detailed information contact: Meg Larsen, at 208-475-2228 or mlarsen@compassidaho.org.

Families First Coronavirus Relief Act Leave Policy

This policy is effective April 1, 2020 through December 31, 2020 (the Policy Period). This policy will automatically expire on December 31, 2020, without further action by the COMPASS Board of Directors.

Interpretations and guidance on the Families First Coronavirus Relief Act (FFCRA) leave requirements continue to be updated. This policy is subject to change at any time, based on up to date guidance from federal agencies.

Per the requirements of FFCRA, COMPASS has the following leave categories available to employees. These categories of leave are in addition to the leave categories described in Section 17 of the COMPASS Employment Policies and Procedures.

Emergency Paid Sick Leave – COVID-19 Illness

Employees are eligible for two weeks (up to 80 hours) of paid sick leave at the employee's regular rate of pay where the employee is unable to work (including tele-work) because the employee is quarantined (pursuant to Federal, State, or local government order, or advice of a health care provider), and/or experiencing COVID-19 symptoms and seeking a medical diagnosis.

Emergency Paid Sick Leave – COVID-19 Child Care

Two weeks (up to 80 hours) of paid sick leave at two-thirds the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine (pursuant to Federal, State, or local government order or advice of a health care provider), or care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19 and/or the employee is experiencing a substantially similar condition, as specified the Secretary of Health and Human Services.

Emergency Family Medical Leave – COVID-19 Child Care

Up to 10 weeks of paid expanded family and medical leave at two-thirds the employee's regular rate of pay where an employee is unable to work (including tele-work) due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19. This is in addition to Emergency Paid Sick Leave categories of leave.

Employees that are provided an opportunity to tele-work from home and are able to do so are not eligible for these categories of leave.

Employees who are terminated, laid-off (separated from employment) or furloughed (placed on unpaid leave) are not eligible for this leave. Additionally, if an employee is granted leave, but is Laid-off or furloughed while on leave, all leave benefits will immediately stop.

For purposes of this policy, "Child" means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is:

- (A) under 18 years of age; or
- (B) 18 years of age or older and incapable of self-care because of a mental or physical disability.

For purposes of this policy, "unable to work" means that COMPASS has work for the employee and the employee is unable to perform that work, either at the COMPASS office or by means of telework, for one of the following reasons:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the Secretary of Health and Human Services.

Employees that would like to request leave under one of these FFCRA categories should submit a written statement to the COMPASS Director of Operations with the following information:

- The employee's name;
- The date or dates for which leave is requested;
- A statement of the COVID-19 related reason the employee is requesting leave and written support for such reason; and
- A statement that the employee is unable to work, including by means of telework, for such reason.

In the case of a leave request based on a quarantine order or self-quarantine advice, the statement from the employee should include the name of the governmental entity ordering quarantine or the name of the health care professional advising self-quarantine, and, if the person subject to quarantine or advised to self-quarantine is not the employee, that person's name and relation to the employee.

In the case of a leave request based on a school closing or child care provider unavailability, the statement from the employee should include the name and age of the child (or children) to be cared for, the name of the school that has closed or place of care that is unavailable, and a representation that no other person will be providing care for the child during the period for which the employee is receiving family medical leave and, with respect to the employee's inability to work or telework because of a need to provide care for a child older than fourteen during daylight hours, a statement that special circumstances exist requiring the employee to provide care.

EXECUTIVE COMMITTEE AGENDA ITEM V-B

Date: April 14, 2020

Topic: Status Report - Regional Transportation Advisory Committee (RTAC)

Request/Recommendation:

Information only.

Background/Summary:

RTAC Bylaws state that the RTAC Chair will submit a monthly status report on RTAC activities to the COMPASS Executive Committee. Below is an outline of agenda items and actions from the March 18, 2020, meeting.

ACTION ITEM

Unified Planning Work Program and Budget (UPWP) Requests

RTAC recommended priority rankings of member agency requests for COMPASS' FY2021 UPWP:

1. Transportation Impact Fee Support (Canyon Highway District #4)
2. Chinden Access Management (Garden City)
3. Linder Road Overpass (Meridian)
4. Human Service Transportation Plan (Valley Regional Transit [VRT])
5. Future Foothills Trails Analysis (Ada County)
6. State Street Transit Ops Analysis (VRT)
7. Kuna CIP and Transit Operation Plan (VRT)
8. Three Cities River Crossing Evaluation (Eagle)

The COMPASS Finance Committee will balance the priorities with available resources and recommend a final UPWP for COMPASS Board of Directors' approval.

FY2020-2026 Regional Transportation Improvement (TIP)

RTAC recommended COMPASS Board of Directors' adoption of an amendment to the FY2020-2026 TIP to delay a resurfacing project and increase the cost of the Franklin Interchange to Karcher Interchange widening project, both on Interstate 84 in Canyon County. This item will be brought to the COMPASS Board of Directors for action in its April 20, 2020, meeting.

FY2021-2027 TIP

RTAC recommended new projects for funding in the draft FY2021-2027 TIP in the Surface Transportation Program-Transportation Management Area (STP-TMA), Transportation Alternatives Program (TAP)-TMA, and STP-Urban programs. These projects will be included in the full draft FY2021-2027 TIP, which will be brought to RTAC for review in May.

TIP Amendment and *Communities in Motion* Update Policies

RTAC recommended COMPASS Board of Directors' approval of changes to policies for amending the TIP and *Communities in Motion* (CIM). This item will be brought to the COMPASS Board of Directors for action in its April 20, 2020, meeting.

Transportation Management Area (TMA) Balancing

RTAC approved actions to balance the STP-TMA and TAP-TMA programs.

INFORMATION ITEM

“What If” Scenario Survey

COMPASS staff reviewed a draft survey on values, “what if” growth and transportation scenarios, and implementation strategies to support those scenarios. The survey will be open to the public late spring/early summer 2020; survey results will be used to help shape a preferred growth scenario for CIM 2050. Draft PI#2 survey screens will be presented to the COMPASS Board of Directors in the April 20, 2020, meeting for feedback.

More Information:

- 1) Contact Liisa Itkonen, COMPASS Principal Planner, at (208) 475-2241 or litkonen@compassidaho.org or Maureen Gresham, ACHD Commuteride Manager, at (208) 387-6163 or mgresham@achdidaho.org.