

**EDDY COUNTY BOARD OF COMMISSIONERS  
MINUTES OF A SPECIAL MEETING  
March 31, 2020**

Be it remembered that the Eddy County Board of Commissioners held a special meeting in the Eddy County Administration Complex-Room 211 on March 31, 2020 at 8:30 a.m. Davis called the meeting to order and led the Pledge of Allegiance and the Salute to the New Mexico State flag. Davis gave the invocation.

**PRESENT:**

ERNEST CARLSON	CHAIR, DISTRICT 1
STEVE MCCUTCHEON	VICE-CHAIR, DISTRICT 4
JON HENRY - BY PHONE	CHAIR, DISTRICT 2
LARRY WOOD - BY PHONE	COMMISSIONER, DISTRICT 3
SUSAN CROCKETT - BY PHONE	COMMISSIONER, DISTRICT 5
ALLEN DAVIS	COUNTY MANAGER
CAS TABOR – BY PHONE	COUNTY ATTORNEY
ROBIN VAN NATTA	COUNTY CLERK
CAROL HENNINGTON	IT DIRECTOR
STEPHANIE YBABEN - REMOTE	RED ROCKET MEDIA

**TIMED AGENDA**

**8:30 A.M.:**

- 1. OPEN SPECIAL COMMISSION MEETING AND VERIFICATION OF ATTENDANCE – COMMISSION CHAIRMAN ERNIE CARLSON.** Carlson verified attendance of those participating in the meeting via phone call and those physically present at the meeting.
- 2. PUBLIC COMMENTS/ANNOUNCEMENTS. (ONLY EMAILED OR MAILED PUBLIC COMMENTS WILL BE READ.)** None.
- \*R-20-30; DECLARATION OF STATE OF EMERGENCY DECLARING EDDY COUNTY TO BE AN EMERGENCY AREA AS A RESULT OF COVID-19 AND ESTABLISHING EMERGENCY POLICIES AND APPROPRIATE MEASURES IN RESPONSE TO COVID-19 EMERGENCY – ALLEN DAVIS:** Davis explained at the direction of the State and New Mexico Counties, the Declaration was brought to the Commission. The purpose of the Declaration was to allow Eddy County the ability to apply for federal assistance resources through FEMA. Crockett felt it was good to be on top of the issue with FEMA and not be behind in the game. McCutcheon inquired if Carlsbad Medical Center (CMC) had been contacted to verify its readiness in the situation. Davis noted CMC and Artesia General Hospital had been contacted, stating, “They have what they have.” He felt their resources could be overwhelmed should there be a large outbreak in Eddy County. Armendariz had placed orders with the State for PPE, etc. There had been communication between the hospitals, the

County and Cities, and noted there was a high level of awareness and a fair amount of preparedness. Armendariz had reported the National Guard was preparing to deliver a portion of one of her orders. Carlson requested cases in the State be monitored, assuring ventilators and equipment would not be leaving this area to be used elsewhere. CMC had been contacted and had felt things were currently under control. Davis felt we were as prepared as could be at this point, stating daily communication was taking place between the hospitals, County, Emergency Managers, Cities, Fire Chiefs, Mayors and the State, etc. McCutcheon moved, seconded by Crockett, to approve R-20-30. Voting yes: Henry, Wood, Crockett, McCutcheon and Carlson. Passed 5-0. R-20-30 was recorded as Exhibit 3.

4. **\*R-20-31; USE OF FACSIMILE SIGNATURE STAMP AND AUTHORIZATION FOR COUNTY MANAGER TO SIGN ON BEHALF OF THE COMMISSION CHAIRMAN – 2020 – ALLEN DAVIS:** The signature stamp would provide temporary authority to the Manager, allowing him to sign routine and budgeted items on behalf of the Commission. He noted the April 7 meeting had been cancelled. McCutcheon moved, seconded by Henry, to approve R-20-31. Voting yes: Henry, Wood, Crockett, McCutcheon and Carlson. Passed 5-0. R-20-31 was recorded as Exhibit 4.

5. **DEPARTMENT UPDATES:**

- a. **COUNTY MANAGER:** Davis explained the press had been updated on County Offices' status. He stated County offices were "open" with restricted public access. Service was provided to the citizens while adhering to the State orders pertaining to social distancing and essential businesses. County Clerk Van Natta had made available a large portion of electronic data and was in the process of adding additional data. Urgent needs only were being dealt with face-to-face. Assessors' Office was working similarly by appointment. Treasurers' were accepting payments one customer at a time in the vestibule. Other offices were telecommuting from home. Public Works, Roads, Detention and Sheriff's Office were continuing to work regular hours, full-time. Detention had been vigilant with screening new admits, taking those necessary to the hospital to be checked before being admitted to the general population. Support functions of HR, IT were functioning. He was communicating with the Emergency Manager daily, Mayors Janway and Miller, as well as Mr. Reyes with the Governor's Office. The State updated statistics daily at 4:00 p.m. Crockett thanked Davis and Emergency Management staff for doing a great job getting information out. She inquired if the issue of Hazard Pay had been brought up for the SO and County first responders. Davis stated it had not been brought up; he had not seen the subject come up in other county managers' emails. Davis would see what he could find out. McCutcheon also thanked Davis for the communication and the first responders' efforts. He stated the Commission was behind the Manager. Wood thanked Davis for continued updates and the Department Heads for public communications, press released, etc. He had not been questioned by anyone as to the reason for the County's actions. He complimented Warden Massingill for the fact that no cases of the virus had come out of the jail. Henry echoed what the others had said and appreciated how the other elected officials had kept the offices functioning; he appreciated all their hard work in continuing to serve Eddy County as best as possible. Carlson echoed thanks to Davis for continued communication and the Emergency Services communications. He felt it would be good to share

information of those recovering, stating the good news was as important as the bad news. Davis stated the Department of Health had been pressed to collect that information, to close the loop on patient status.

6. **\*ADJOURN:** At 9:00 a.m. McCutcheon moved, seconded by Wood to adjourn the special meeting. Voting yes: Henry, Wood, Crockett, McCutcheon and Carlson. Passed. 5-0.

**~\*ASTERISK DENOTES VOTE IS REQUIRED BY ROLL CALL~**

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**COMMISSION CHAIR, ERNEST CARLSON**

**ATTEST:**

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**COUNTY CLERK, ROBIN VAN NATTA**

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**DATE**