

**WALDO COUNTY COMMISSIONERS COURT SESSION**  
**JANUARY 9, 2020**

**PRESENT:** Commissioners William D. Shorey, Amy R. Fowler, and Betty I. Johnson. Also present was County Clerk Barbara Arseneau to take minutes.

**Call to Order:** Commissioner Shorey called the court session to order at 9:00 a.m.

**CHAIRMAN ELECTION 2020:**

**\*\*W. Shorey nominated Amy Fowler as chairman for 2020.**

**\*\*B. Johnson nominated herself as chairman for 2020.**

The Commissioners discussed that all of them do an excellent job particularly in their areas of expertise. It was also discussed that “Chairman” is a title, and the whole board needs to be involved. It was noted that the chairman does have some other responsibilities, such as deciding whether or not to close non-essential offices during inclement weather, etc. All need to be aware of what is going on.

A. Fowler said she really didn’t have the time to serve in this capacity.

**\*\*Motion to accept Betty Johnson as 2020 Commissioner Chairman passed unanimously.**

**\*\*W. Shorey nominated Betty Johnson to serve on the MCCA Risk Pool and Board of Executive Directors.** Discussion: A. Fowler expressed that she wished to remain in that capacity since she has been doing it for a number of years and has been serving as Vice-President. B. Johnson agreed that A. Fowler should stay on those two boards.

**\*\*B. Johnson nominated Amy Fowler to continue serving on both the Maine County Commissioners Association and MCCA Risk Pool.** Nominations ceased.

**\*\*Motion for A. Fowler to continue in this capacity passed unanimous.**

**\*\*B. Johnson nominated William Shorey to serve as the Commissioners’ negotiator for collective bargaining.**

**\*\*Motion passed unanimously.**

After further discussion, the Commissioners decided the following:

1. W. Shorey would continue to serve as the negotiator for collective bargaining.
2. B Johnson would start attending Department Head Meetings
3. W. Shorey would continue with Eastern Maine Development Corporation. He had been serving as director and now is President.
4. W. Shorey will stay on as advisor for the Waldo County Garden as needed.
5. W. Shorey will continue to sign timesheets for the Commissioners’ staff.

The Commissioners will discuss other roles further in the future.

**FINANCIAL REPORT:**

Deputy Treasurer Karen Trussell reported the following:

The County Checkbook balance is \$257,920.90 (interest not added in yet).

The Jail Checkbook balance is \$192,243.21.

County Appropriations:

96% of the 2019 budget has been expended and it should be 100% at this time.

County Revenue:

112.91% of the 2019 County revenue has been received.

Corrections Appropriations:

96% of 2019 budget has been expended and should be 100% expended.

Corrections Revenue:

120.64% of the 2019 Corrections revenue has been received.

K. Trussell reported that funds from the savings account are needed to pay Somerset County for the January 2020 quarterly installment of Waldo County's inmate board.

**\*\*A. Fowler moved, W. Shorey seconded to borrow \$207,593.75 from county savings to pay Somerset County the quarterly inmate board. Unanimous.**

K. Trussell reported that Communications Director Owen Smith has submitted some invoices in the amount from 2019 for the back-dated warrant. The Communications Center budget was already in the red, and this will make it more-so. After brief discussion regarding whether it should be paid in the 2019 budget or the 2020, the Commissioners voted as follows:

**\*\*W. Shorey moved, A. Fowler seconded to pay \$3,407.75 of 2019 Communications Center invoices on the back-dated 2019 warrant. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to file the Financial Report. Unanimous.**

**WARRANTS:**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the December 30, 2019 General Fund Accounts Payable warrant including the December 26, 2019 payroll in the amount of \$432,543.61. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the December 30, 2019 Capital, Active & Restricted Reserve warrant in the amount of \$49,188.57. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the December 30, 2019 Reentry Accounts Payable warrant including the December 26, 2019 payroll in the amount of \$84,824.01. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to authorize payment of the December 30, 2020 MCRRC Restricted Reserve in the amount of \$1,374.87. Unanimous.**

**ASSET FORFEITURE:**

K. Trussell reported that the Sheriff's Office has received asset forfeiture from the State of Maine v. Don Waldo Hanson, Jr. in the amount of \$263.00 U.S. Currency and one handgun for the Sheriff's Office making a substantial contribution to the investigation of this case.

**\*\*A. Fowler moved, W. Shorey seconded to approve the transfer of \$263.00 U.S. Currency and one handgun as asset forfeiture. Unanimous.**

**GRANT UPDATE – SHERIFF:**

Present were Sheriff Jeffrey Trafton and Chief Deputy Jason Trundy to provide an update on the following grant applications:

1. FY 2019 Substance Use Disorder Assistance Program Grant: Waldo and Knox County in Collaboration with Health Equity Alliance are pursuing grant funds for a Waldo-Knox Drug Offense Diversion and Deflection Program. This project revolves around the provision of intensive case management services to be provided through a subcontract with Health Equity Alliance. The grant application has been submitted for funds in the amount of \$140,146.00. This essentially is a pre-arrest diversion program. Instead of making an arrest, the offender would be deferred to a case manager who would direct the person to the services they need, such as mental health services or addiction recovery services. This would cover one case manager for Knox and one case manager for Waldo.
2. Subaward Agreement – PCHC and Sheriff's Office: This grant is for a program that would be contracted through Volunteers of America and would serve similar to a social worker who is "imbedded" with law enforcement and works with the community. This also prevents people from going to jail who actually need other types of help.

A. Fowler asked if either of these positions would be shared with Knox and was told no. When asked about any matching costs, J. Trundy explained that the grant match is "in-kind" so there are no out-of-pocket costs.

W. Shorey asked if there has been another case worker hired yet and was told, yes. That person last week had about 150 cases.

3. J. Trafton said the average daily inmate number is 22 at Somerset. He'd like to wait another 6 months and then possibly see if there could be some additional savings by reducing what is paid to Somerset County.

4. J. Trafton also reported that the arrangement of the shared Corrections Administrator between Knox and Waldo is going extremely well.

5. There was brief discussion about counties asking for funding from the state resulting in the state expecting to control things.

**JOB DESCRIPTION DISCUSSION:**

Present was Assistant Clerk Nicole Hubbard and County Clerk Barbara Arseneau.

The Commissioners discussed the questions N. Hubbard had asked regarding pay related to the recent changes in the Assistant Clerk Job Description which included IT work and assisting the Finance Director. The Commissioners said they had discussed this before with her and intended for this arrangement to start at the beginning of this current year. Half of the pay would come from the Commissioners budget and half from Technology.

The Commissioners had talked about a method for N. Hubbard keep track of IT work. She explained that this was really difficult because she has found that if she went to a department for another matter, she was sometimes asked for technology assistance on things she wasn't expecting. The Commissioners emphasized that there needs to be a system so consultant Jim Arseneau will know what has been done. A system had been discussed that would let them share information. N. Hubbard said she would try starting with an Excel spreadsheet.

W. Shorey suggested \$10,000.00 additional pay per year, retroactive to January 1, 2020. When asked if this was acceptable, N. Hubbard agreed to this. The Commissioners explained that the additional \$10,000.00 would be paid from the Technology Budget F/T line. They also stated that the current Assistant Clerk wage would be split between the Commissioners Office and the Technology Budget, with the additional \$10,000.00 coming fully out of the Technology Budget.

**\*\*W. Shorey moved, to take the current Assistant Clerk Salary, split it between the Commissioners Office and the Technology Budget and to add an additional \$10,000.00 annually, to be paid from the Technology Budget personnel line. Unanimous.**

N. Hubbard asked if she should share the technology "ticketing" system of tracking technology work with the Commissioners in addition to Jim Arseneau. The Commissioners said that would be fine.

N. Hubbard asked for clarification regarding the type of assistance she would be providing the Finance Director. The Commissioners explained that she would be trained enough to carry out the most necessary functions of the Finance Director to keep the office functioning in her absence, on a part-time basis. A note could be put on the Finance Office Door directing people to the Commissioners Office during the time the Finance Director was out. The goal was to cover it the way it used to be covered when the Commissioners Office and Finance Offices were in the same space such as receipting of payments made, along with being able to do some other things to keep that office functioning. It would be for back-up when the Finance Director is out, not constant assistance when the Director is in. The Commissioners stated it would be good for the Finance Director, County Clerk and Assistant Clerk to meet and figure out how and when training the Assistant Clerk would work best for both offices.

**HUMAN RESOURCES REPORT – IT DIRECTOR APPLICATIONS:**

Present was Human Resources Director Lynn Patten, who met with the Commissioners at their request

in order for her to provide an update on the Technology Director applicant search. As requested, L. Patten provided to the Commissioners copies of all twelve (12) applications that had come in, including notes on their status. She explained that four (4) are available for interviewing and three (3) did not submit applications as required in order to qualify for interviews. The remaining five (5) were considered ineligible by Nicole Hubbard based on her technical knowledge. Of the four (4) scheduled for interviews, one lives out-of-state.

2. L. Patten submitted a contract from MainePERS that needed to be signed by the Commissioners.

3. New Corrections Unit: A few of the Corrections employees have asked about COLA increases, and pay step/vacation increases now that they are part of a union that has not negotiated a contract yet. This is a question of "status quo". L. Patten explained that she called Executive Director of the Maine Labor Relations Board Neil Daly. He explained that the County must continue with anything it would normally do, and he provided her with a case study from 2015. L. Patten said she would feel more comfortable running this by an attorney on behalf of the County. The Commissioners agreed.

**\*\*B. Johnson moved, W. Shorey seconded to go into executive session for discussion of compensation as permitted by M.R.S.A. 1§405(6)(a) at 9:27 a.m. Unanimous.**

**\*\*B. Johnson moved, A. Fowler seconded to come out of executive session at 9:30 a.m. Unanimous.**

**\*\*A. Fowler moved, W. Shorey seconded to table further discussion of a compensation change until further information was received. Unanimous.**

#### **CORRESPONDENCE:**

Present to report correspondence was County Clerk Barbara Arseneau as follows:

1. IRS 2020 Mileage Rate: For 2020, the IRS mileage rate is 57.5 cents per mile, which is down one half of a cent from the rate for 2019.

**\*\*A. Fowler moved, W. Shorey seconded to approve the County's 2020 mileage rate at 57.5 cents per mile. Unanimous.**

2. B. Arseneau briefly discussed with the Commissioners how to handle notifications when non-essential offices will be closed or delayed opening for inclement weather. Barbara Arseneau will be the primary person to do the notifications. Due to inconsistent power issues during storms, Nicole Hubbard may not be able to call or make notifications. Therefore, if she can't, Lynn will do it. If Lynn is not available, Nicole may be able to do it and if not, Commissioner Shorey will need to contact Barbara to do it remotely from where she is.

#### **APPROVAL OF MINUTES:**

B. Arseneau requested that the Commissioners approve the minutes from the November 21, December 4, and December 13, 2019 Waldo County Commissioners Court Sessions as presented.

**\*\*W. Shorey moved, B. Johnson seconded to approve the minutes from the November 21, December 4, and December 13, 2019 Waldo County Commissioners Court Sessions as presented. Unanimous.**

**COMMISSIONERS MISCELLANEOUS BUSINESS:**

None.

**\*\*B. Johnson moved, W. Shorey seconded to adjourn the court session at 9:48 a.m. Unanimous.**

Respectfully submitted by Barbara L. Arseneau Waldo County Clerk  
Barbara L. Arseneau