

**WALDO COUNTY COMMISSIONERS COURT SESSION
APRIL 1, 2020**

PRESENT: Commissioners Betty I. Johnson (Chairman), Amy R. Fowler, and William D. Shorey via video conference due to Corona Virus (COVID-19) precautions. County Clerk Barbara Arseneau took the minutes.

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

Agenda: Commissioner Johnson asked all in attendance if anyone had anything to add to the agenda. Agenda was accepted as written.

FINANCIAL REPORT:

Deputy Treasurer Karen Trussell reported the following:

The County Checkbook balance is \$29,744.07.

The Jail Checkbook balance is \$36,988.92.

County Appropriations:

24% of the 2020 budget has been expended and it could be 25% at this time.

County Revenue:

24.20% of the 2020 County revenue has been received.

Corrections Appropriations:

29% of 2020 budget has been expended and should be 25% expended. K. Trussell explained that Waldo County just paid the inmate board to Somerset County, so that inflates expenditures a little.

Corrections Revenue:

4.85% of the 2020 Corrections revenue has been received.

TAX ANTICIPATION NOTE:

\$1,150,000.00 has been borrowed by the County and \$1,000,000.00 by Corrections. The remaining balance is \$3,350,000.00.

****W. Shorey moved, A. Fowler seconded to file the Finance Report. Unanimous.**

WARRANTS:

****W. Shorey moved, A. Fowler seconded to authorize payment of the March 12, 2020 General Fund Accounts Payable warrant including the March 5, 2020 payroll in the amount of \$262,852.09. Unanimous.**

****W. Shorey moved, A. Fowler seconded to authorize payment of the March 12, 2020 Capital, Active & Restricted Reserve warrant in the amount of \$47,999.42. Unanimous.**

****W. Shorey moved, A. Fowler seconded to authorize payment of the March 12, 2020 MCRRC Accounts Payable warrant including the March 5, 2020 payroll in the amount of \$166,693.59. Unanimous.**

****W. Shorey moved, A. Fowler seconded to authorize payment of the March 12, 2020 MCRRC Restricted Reserve in the amount of \$4,106.61. Unanimous.**

****W. Shorey moved, A. Fowler seconded to authorize payment of the March 31, 2020 General Fund Accounts Payable warrant and March 19, 2020 payroll in the amount of \$305,777.13. Unanimous.**

****W. Shorey moved, A. Fowler seconded to authorize payment of the March 31, 2020 Capital, Active & Restricted Reserve warrant in the amount of \$24,537.39. Unanimous.**

****W. Shorey moved, A. Fowler seconded to authorize payment of the March 31, 2020 MCRRC Accounts Payable Warrant & March 19, 2020 payroll in the amount of \$299,221.34. Unanimous.**

****W. Shorey moved, A. Fowler seconded to authorize payment of the March 31, 2020 MCRRC Restricted Reserve in the amount of \$1,825.31. Unanimous.**

HUMAN RESOURCES DIRECTOR'S HIRE:

K. Trussell explained that the only change on the Commissioners Administrative Pay Scale was the Human Resources' Director's pay. The Commissioners reviewed copies of that pay scale.

B. Johnson stated that because the March 16, 2020 court session was cancelled, the Commissioners were unable to make a formal hire. The Commissioners voted as follows:

****A. Fowler moved, W. Shorey seconded to hire Sue Lapham as Human Resources Director effective March 30, 2020 at the salary \$50,856.00. Unanimous.**

TECHNOLOGY UPDATE:

Present was IT Manager J-sun Bailey, who reported the following:

1. Permission was requested to post Seacoast Security Surveillance stickers outside the buildings. The Commissioners authorized this.

2. J. Bailey requested authorization to implement Barracuda email filtering.

****A. Fowler moved, W. Shorey seconded to authorize purchasing of Barracuda email filtering at up to \$3,000.00 per year. Unanimous.**

3. Authorization to purchase Chromebook for \$200.00 for video conferencing was requested. The maximum price is \$3,000.00 per year.

****A. Fowler moved, W. Shorey seconded to authorize purchasing Chromebook for video conferencing. Unanimous.**

REGISTER OF PROBATE - STAFFING DISCUSSION:

Present was Register of Probate Sharon Peavey to provide an update on staffing in Probate Court. One of the clerks has found it necessary to quarantine for two weeks and another is out this week. S. Peavey reported that the registry is adequate with two employees working. Many attorney's offices are closed, and the workload has decreased. S. Peavey requested that her staff be allowed to alternate coming in two to three days a week. Right now the employees are using accrued sick leave. She has checked with other counties to see how they are handling this. Many have requested paid administrated leave on those days out. S. Peavey requested paid administrative leave for the Probate staff while alternating days in the office.

B. Johnson said that the Commissioners will have a discussion in the next few days, now that the governor was on the news last night and is closing down essential offices. The Commissioners will try to be as fair as possible. The three commissioners will need to conference call on this matter to discuss further.

S. Peavey reported that the IT Manager has set things up so that she can do some things remotely from home. She thanked the Commissioners for meeting with her and considering her request.

SHERIFF - STAFFING DISCUSSION:

Present was Sheriff Jeffrey Trafton.

J. Trafton reported that based on the traffic in the lobby of the Sheriff's Office, he is considering a change. There are 300 confirmed cases of COVID-19 and likely many more. He's concerned and will be considering locking the main door in the lobby, and having the public use a phone in the lobby. For his secretaries, the work load has dropped significantly and some work can be done at home, although one will need to be available at all times.

He reported receiving emails from the public asking for clarification from the governor's office. He is working with the State Public Relations Officer to try to figure it all out.

A. Fowler said she understands the clerical staff situation, and inquired about how the work would be performed from home, as the Commissioners will need to defend and explain these situations to the public.

J. Trafton said he needs to speak with IT Manager J. Bailey and if laptops can be set up to access email from home, there is a fair amount of work that can be done by the secretaries from home. At this point, they don't have laptops.

A. Fowler asked if a Chrome Notebook might work in this case in order to save funds and still provide a service.

J. Bailey said that there are 6 new laptops at the Sheriff's Dept. The older laptops could be set up for the two Sheriff's Secretaries.

B. Johnson said she thought it might be workable and that the Commissioners will discuss all this in the next few days.

District Attorney Natasha Irving then spoke, stating that she will be sending an email this afternoon explaining what is going on with the other DA districts. People are working from home who are able. She felt it was safest to have only one person at a time in each office.

REGISTRY OF DEEDS:

B. Johnson said that she would make contact with Register Stacy Grant. Some were rotating and using sick leave. One employee is downstairs and the other two upstairs.

CORRESPONDENCE:

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

1. Communications Director Owen Smith requested that B. Arseneau read his correspondence to the Commissioners as he was on vacation. He received an invoice from Yankee Communications in the amount of \$8,750.00 for an extended service plan on the Comm. Center's MAX radio system. He was unaware that this was a requirement for the system. Without the plan, they cannot get software service on the radio consoles or updates. This will be an annual expense. Currently a "patch" is needed to resolve a problem the system has been experiencing. He stated that he did not believe this plan was excessive for the five work stations. It includes after-hour support on the system. He did not recommend skipping a year because there would be a reinstatement fee. He has voiced his concern to Rusty Bell of Yankee Communications. O. Smith recommended paying this from Communications Center budget line 1076-4600. That would overdraw this line. Going forward, he will include this in each annual budget. He thanked the Commissioners for considering this request and would be happy to answer any questions by telephone.

After brief discussion, the Commissioners voted as follows:

****A. Fowler moved, W. Shorey seconded to fund the \$8,750.00 extended service plan for the MAX radio system. \$4,000.00 will be funded from 1076-4600, and \$4,750.00 will be funded from Technology Reserve 0265. Unanimous.**

2. B. Arseneau thanked Assistant Clerk Nicole Hubbard for filling in for her while she was on leave.

3. Dispatch Supervisor Linda Wry-Remillard reached the 10th anniversary as full-time dispatcher on March 28, 2020. There is no pay increase, but the annual vacation accrual will increase up to 160 hours. The Commissioners noted this.

APPROVAL OF MINUTES:

B. Arseneau requested that the Commissioners approve the minutes from the February 6, 2020 and March 5, 2020 Waldo County Commissioners Court Sessions as presented.

****A. Fowler moved, W. Shorey seconded to approve the minutes from the February 6, 2020 and March 5, 2020 Waldo County Commissioners Court Sessions as presented. Unanimous.**

COMMISSIONERS MISCELLANEOUS BUSINESS:

1. A. Fowler stated that she spoke with Representative Jared Golden regarding the Governor's order yesterday, which was quite detailed and explicit. She stated that the Commissioners need to

deeply research what the County will be doing, how it will pay for employees, and how to proceed. W. Shorey asked if there was any reimbursement for keeping people paid if not able to be employed. A. Fowler said she asked that question. She would let them know as soon as the question is answered. The Commissioners will need to have a discussion in the next few days and get back to the department heads.

2. B. Johnson stated that the department heads were reporting in regularly to the Commissioners at first as things started happening with the Corona Virus and how it was affecting their department but for many, that communication has slowed down or stopped. The Commissioners requested that all department heads remain in direct contact with the Commissioners on a regular basis.

****W. Shorey moved, A. Fowler seconded to adjourn the court session at 9:47 a.m. Unanimous.**

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