

**WALDO COUNTY COMMISSIONERS COURT SESSION
(SPECIAL SESSION)
APRIL 27, 2020**

PRESENT: Commissioners Betty I. Johnson, Amy R. Fowler, and William D. Shorey, Chairman. County Clerk Barbara Arseneau took minutes.

Also present were Prosecutorial Assistant Dean Jackson, Victim Witness Advocate Eric Harvey, Victim Witness Advocate Katie Greeley, District Attorney Natasha Irving, Legal Secretary Megan Duval, Legal Secretary Felicia Gray, along with a few other listeners.

Call to Order: Commissioner William Shorey called the court session to order at 10:05 a.m.

RESTRUCTURING DISTRICT ATTORNEY'S OFFICE:

Present through zoom teleconference were District Attorney Natasha Irving, Prosecutorial Assistant Dean Johnson, Victim/Witness Advocate Katie Greeley, Victim/Witness Advocate Eric Harvey, Legal Secretary Megan Duval, and Legal Secretary Felicia Gray.

The Commissioners asked District Attorney Natasha Irving to speak to the restructuring changes recommended by the entire staff.

N. Irving stated that the D.A.'s Office has had the pleasure of Dean Jackson working there in the position of Prosecutorial Assistant and he has resigned effective April 30th. Victim Witness Advocate Eric Harvey is interested in the vacant Prosecutorial Assistant position. Legal Secretary Megan Duval is interested in filling the Victim Witness Advocate position that will be vacated by E. Harvey. M. Duval would be VWA but would also take some caseloads. VWA Katie Greeley would take all "crimes-of-the-person" victim cases. M. Duval would take on property crimes and continue handling Restitution. This would make sense to divide the rolls and keep Megan in a role that she has been able to do really well, in particular getting Restitution in order.

N. Irving explained that with the vacancy left by D. Jackson, E. Harvey would be moving into that position for 32 hours per week. This would save the County money. Eric has 30-plus years' experience, including law enforcement, Probation and Parole, and the D.A.'s Office. N. Irving noted that the Belfast D.A.'s office is special in that it has kept a strong longevity in service and knowledge.

With M. Duval moving into the vacated VMW position, this will leave one Legal Secretary position vacant. Legal Secretary Felicia Gray believes she can continue performing this work with a little help from M. Duval during COVID-19 diminished work load. Later, the D.A.'s office may need to hire an additional part-time or full-time Legal Secretary.

W. Shorey asked if Natasha would send a chart with positions and responsibilities. N. Irving said she would work with Felicia and the others in the office.

A. Fowler said she believed a document had already been sent. Does union need to be involved? Megan said the VWA and legal secretaries are. PA not unionized. E. Harvey asked that he would be 32 hours, and HR agreed that 32 hours qualifies for F/T. Commissioners confirmed.

A. Fowler asked D. Jackson his thoughts. D. Jackson said that both Legal Secretaries do their jobs well, and M. Duval handles the financial aspect. D. Jackson also mentioned that E. Harvey has worked in Dean's position before and is very qualified.

M. Duval commented that regarding the budget, if there was a need for a part-time legal secretary in the future, that position wouldn't qualify for benefits, anyway, which would keep costs down.

B. Johnson said that she believed she had received an email stating that this probably wouldn't affect the union. She also stated that a P/T legal secretary in the future would be fine financially and this should be an efficient way to operate the D.A's Office.

M. Duval confirmed that the Union Steward told her that that if the job descriptions are changing, it does need union approval.

A. Fowler asked that documents written up by the staff be sent to the Union as soon as possible.

B. Johnson said it will be necessary for all job descriptions to change.

A. Fowler asked VWA Katie Greeley for her input.

K. Greeley noted that some of the child cases can be very emotionally intense, and that her input was to shift some of those cases over to the VWA. She hadn't heard those recommendations discussed yet and wasn't sure of the status.

F. Gray said she agreed with the proposed office changes, and didn't know if the union would take a long time with reviewing that or not. N. Irving said that they would all work on the job descriptions and try to get them rewritten and sent out as soon as possible.

A. Fowler stated that it was greatly appreciated that the staff made these recommendations, as they know better than anyone what would work. She said she would look for them to get the information back to the Union and Commissioners.

The Commissioners closed this part of the court session and stated that the next portion of the court session would be for the three Commissioners only.

****W. Shorey moved, A. Fowler seconded to go into executive session at 10:25 a.m. for discussion of non-public information as permitted by MRSA Title 1§405(6)(f). Unanimous.**

Assistant Clerk Nicole Hubbard recorded minutes for the remaining segment of the court session as follows:

****B. Johnson moved, A. Fowler seconded to come out of executive session at 11:22 p.m. for discussion of non-public information as permitted by MRSA Title 1§405(6)(f). Unanimous.**

****A. Fowler motioned to move \$75,000 from jail undesignated funds to health insurance funds. B. Johnson seconded. Unanimous.**

****A. Fowler moved, B. Johnson seconded to pay J&B Diversified Associates Inc. in the sum of \$30,181.00 as a final offer of outstanding technology invoices. 2 in favor, 1 opposed.**

****A. Fowler moved, B. Johnson seconded to accept the resignation of Human Resource Director Sue Lapham effective April 30, 2020. Unanimous.**

****A. Fowler moved, W. Shorey seconded to adjourn the court session at 11:30 a.m. Unanimous.**

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