

**WALDO COUNTY COMMISSIONERS COURT SESSION  
(SPECIAL SESSION)  
MAY 1, 2020**

**PRESENT:** Commissioners Betty I. Johnson, Amy R. Fowler, and William D. Shorey, Chairman. County Clerk Barbara Arseneau took minutes. The session was held remotely by teleconference due to COVID-19 restrictions.

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 other listeners.

**Call to Order:** Commissioner William Shorey called the court session to order at 12:00 p.m.

W. Shorey said that he changed today's court session to include discussion of coverage in the Registry of Probate.

**COVERAGE OF PROBATE REGISTRY:**

Register of Probate Sharon Peavey said she would like for either Deputy Register of Probate Judy Nealley or herself to be in the office every other day, alternating. Someone should be in at least half a day or longer for the busier days. This way the public would be able to reach someone.

Judge Sean Ociepka was also in attendance and was asked for his input. He said he'd like to make sure the Probate Registry is available to the public and fulfill these obligations. Unfortunately, there have been deaths in Waldo County due to COVID-19 and one of the first places these people call is Probate to deal with deaths.

A. Fowler said she thought someone was in the office at all times. S. Peavey explained that with the most recent Governor's Order, she didn't understand the directive and thought nobody was supposed to be in the office if at all possible. She stated that work is picking up and she would like to set it up so that someone was there at least half a day and maybe more, as needed. She noted that more than one person could be there at a time because the office is large enough so that they can stay apart.

S. Ociepka agreed with the Probate Registry being open at least half a day.

S. Peavey asked if during the May 6<sup>th</sup> court session if there could be discussion of opening to the public in the near future, with safeguards in place. The Commissioners said this could be discussed.

**RESTRUCTURING DISTRICT ATTORNEY'S OFFICE:**

Present through zoom teleconference was Victim/Witness Advocate Eric Harvey. There was brief discussion about the retirement of former Prosecutorial Assistant Dean Jackson and hiring Eric Harvey as Prosecutorial Assistant. He would also be in charge of moving forward with the restructuring of the District Attorney's Office.

**\*\*A. Fowler moved, B. Johnson seconded to hire Eric Harvey as Prosecutorial Assistant. Unanimous.** (Effective 05-01-2020; see discussion below.)

**\*\*B. Johnson moved, A. Fowler seconded that Eric Harvey serve as the department head and to move forward with the District Attorney's Office restructure. Unanimous.**

E. Harvey asked if the proposed 32 hour week was acceptable, and inquired about the pay rate. He asked when he should start as the Prosecutorial Assistant, as Monday might be the easiest for payroll to start at the new pay rate. The Commissioners stated that the position change was effective today.

E. Harvey asked if that included four weeks of vacation he had requested. The Commissioners asked if they could have some time to consider that. They understood that vacation leave comes with a full-time position, but as for this specific request, they would need more time.

E. Harvey asked if Legal Secretary Megan Duval would be hired to fill the Victim/Witness Advocate vacancy and if the advocate load would be distributed as requested. The Commissioners said that they would be doing both, but would handle it at a later time.

#### **HUMAN RESOURCES DIRECTOR HIRE:**

**\*\*B. Johnson moved, A. Fowler seconded that Nicole Hubbard be hired as Human Resources Director/IT Technician/Finance Assistant, to begin immediately, at \$51,000.00, salaried, with one additional week of vacation. Unanimous.**

James Arseneau, who was listening asked if he could mention something. The Commissioners told him he wasn't on the agenda. He said that it had to do with the phones in the Commissioners Office. There are some telephone issues at the office that wouldn't allow messages to be left when nobody is available to answer the phones. There was brief discussion about the company that might be able to assist with that. Nicole Hubbard said she and IT Manager J-sun Bailey are looking at the ongoing phone problems.

County Clerk Barbara Arseneau asked if she could ask a few questions and the Commissioners said yes. She asked if N. Hubbard was still Assistant County Clerk. The Commissioners responded that she was not. B. Arseneau asked how the Commissioners Office would be managed since she was not permitted in the County buildings while her husband was receiving medical treatment out of state. The Commissioners said that N. Hubbard would likely still be in the office, but telephone messages could also be checked by B. Arseneau. They also discussed having call-forwarding from the office phone to the County Clerk's home while she is working remotely.

B. Arseneau asked if she was considered a department head. Commissioner Shorey said the County Clerk has never been a department head. B. Johnson said she thought that position was a department head. B. Arseneau stated that she hadn't thought she was a department head either, and when asked who had called her that, she said it had only been in in recent months by Commissioner Johnson, but she was also called a department head in a recent reprimand letter she had received from them. Commissioner Shorey said he hadn't signed anything that referred to her as a department head and asked if it had been signed or a signature stamp used. B. Arseneau said it looked like a signature stamp had been used. B. Arseneau said that since the County Clerk is not a department head, that probably should be changed in the letter. W. Shorey said that the Clerk's position status would be cleared up next week. She said she now understood why the Commissioners have not been speaking

with her about changes in the Commissioners Office before they happened. She thanked them for allowing her to ask questions.

**HUMAN RESOURCES STIPEND:**

W. Shorey recommended that a stipend of \$3,500.00 each be paid to N. Hubbard and K. Trussell for covering the Human Resources Vacancy in March.

**\*\*B. Johnson moved, A. Fowler seconded to pay a stipend of \$3,500.00 each to Nicole Hubbard and Karen Trussell for serving as H.R. while there was a vacancy.** There was discussion of where the funding would come from, and the Commissioners decided to fund it from the H.R. Director's salary line. **The stipends will be paid in the next payroll. Unanimous.**

Commissioner Amy Fowler was asked to assist Nicole Hubbard with Human Resources training.

N. Hubbard stated that former Human Resources Director Sue Lapham was in earlier and has graciously offered to help if there are any questions.

**UPCOMING FURLOUGHS:**

W. Shorey stated that there are dates coming up soon for some employees to be placed on furloughs and that those dates should be monitored closely.

**\*\*B. Johnson moved, A. Fowler seconded to adjourn the court session at 12:31 p.m. Unanimous.**

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