

**WALDO COUNTY COMMISSIONERS COURT SESSION
JUNE 4, 2020**

PRESENT: Commissioners William D. Shorey (Chairman), Amy R. Fowler, and Betty I. Johnson. County Clerk Barbara Arseneau took minutes. The court session was conducted via teleconference due to COVID-10 restrictions.

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

Review of Agenda: B. Arseneau told the Commissioners that Register of Probate Sharon Peavey would like to be added to today's agenda to review a contract. Commissioner Fowler said she had already had an opportunity to speak with Sharon, and had no further questions.

FINANCIAL REPORT:

Deputy Treasurer Karen Trussell reported the following:

The County Checkbook balance is \$65,511.83.

The Jail Checkbook balance is \$35,139.19.

County Appropriations:

38% of the 2020 budget has been expended and it should be 42% at this time.

County Revenue:

42.61% of the 2020 County revenue has been received.

Corrections Appropriations:

40% of 2020 budget has been expended and should be 42% expended.

Corrections Revenue:

7.07% of the 2020 Corrections revenue has been received.

TAX ANTICIPATION NOTE:

\$1,850,000.00 has been borrowed by the County and \$1,350,000.00 by Corrections. The remaining balance is \$2,300,000.00.

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

WARRANTS:

****A. Fowler moved, B. Johnson seconded to authorize payment of the May 29, 2020 General Fund Accounts Payable warrant including the May 28, 2020 payroll in the amount of \$208,610.80. Unanimous.**

****A. Fowler moved, B. Johnson seconded to authorize payment of the May 29, 2020 Capital, Active & Restricted Reserve warrant in the amount of \$46,712.27. Unanimous.**

****A. Fowler moved, B. Johnson seconded to authorize payment of the May 29, 2020 MCRRC Reentry Accounts Payable warrant including the May 28, 2020 payroll in the amount of \$71,313.12. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the May 29, 2020 MCRRC Restricted Reserve in the amount of \$4,676.48. Unanimous.**

EOC UPDATES:

Present was EMA Director Dale Rowley, who reported the following:

1. Protective Masks: He asked the Commissioners if they wish for him to purchase more N95 masks. There was brief discussion about medical-grade versus non-medical grade masks, and how many non-medical grade masks are on hand at EMA. The Commissioners agreed that the EMA Director will purchase 250 masks at about \$2.00 each from EMA budget funds.
2. There was a brief review of COVID-related expenses incurred thus far.
3. There is 2020 Emergency Management Performance Grant Program COVID-19 Supplemental Grant available. After reviewing the criteria, D. Rowley reported that there is a 50/50 match, and the criteria is very limited. The Commissioners agreed that it didn't seem practical to apply, and voted as follows:

****B. Johnson moved, A. Fowler seconded for the County not to apply for the afore-mentioned grant. Unanimous.**

4. Protest pre-planning is underway since there are protests going on all over the country, and locally.

TECHNOLOGY REPORT:

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

1. A battery backup went bad in the Sheriff's Office. It caused some smoke and odor, but he was able to take care of it before it caused damage.
2. He is working on quotes for Spillman server replacement.
3. An office equipment company went through to look at the printers and copiers and may submit an estimate for a contract.
4. The Commissioners approved an email that J. Bailey sent to them earlier.

HUMAN RESOURCES & WELLNESS COMMITTEE REPORTS:

Present was Human Resources Director Nicole Hubbard, who reported as follows:

1. The Employee Appreciation Day is scheduled for July however the City Pavilion is still closed and there is no way to know when it will be opened. The Commissioners stated that this event should be cancelled for this year due to COVID-19 restrictions.

2. Fall Wellness Bags: N. Hubbard asked if the Commissioners wanted to forego the fall wellness bags this year in order to keep expenses down. After brief discussion, the Commissioners said to wait until the first of 2021, in an effort to protect employees from items being handled.

3. VDT/Sexual Harassment Training: N. Hubbard is working with the State for online training for VDT training and sexual harassment Training. She has been in contact with Maine Municipal Association, and there are trainings available since the County is a member through Workers Comp. She would like to set this up eventually so that each employee could take these. It would also provide a record of who had taken the training and who hadn't. She would like to do this for accountability. It will take some work on her end but she believes it would be worth it. Policies and new hire information could also be put on this site. Any number of documents, videos, etc. for training can be uploaded to this. The department heads would have their own account login and be able to do this. There is no cost to the County as a MMA member. The Commissioners thought this was a good idea.

4. B. Johnson asked that the weekly Department Heads' reports also be sent to Nicole as Human Resources Director. N. Hubbard said she would appreciate that.

EXECUTIVE SESSION REQUESTED:

****W. Shorey moved, A. Fowler seconded to go into executive session at 1:40 p.m. for discussion of recent union negotiations information as permitted by M.R.S.A. Title 1 §405(6)(D). Unanimous.**

B. Johnson moved, A. Fowler seconded to come out of executive session at 1:49 p.m. Unanimous. No action was taken.

SHERIFF'S REPORT:

Present with the Commissioners was Sheriff Jeffrey Trafton, who discussed the following:

1. Sheriff Trafton reported that Volunteers of America were willing to reduce the cost of their current contract with the County.
2. The Commissioners noted that medical expenditures from the recent death of an inmate could be paid from the Medical reserve, if needed.
3. The Sheriff reported working on possible changes in the inmate boarding contract with Somerset County, to try to reduce costs that reflect the lower-than-anticipated number of Waldo County inmates being boarded.
4. President Trump is coming to Guilford tomorrow. The Piscataquis County Sheriff asked for 50 deputies from other counties to come. Two deputies from Waldo will be up there tomorrow.
5. The Sheriff's Office does not have any riot gear, such as body shields or face shields. He reported that if things had gone differently during the recent protest on Sunday, it could have escalated into a full-blown riot. The Commissioners recognized the need for proper gear.

3. All staff are back in the building full-time now.

CORRESPONDENCE:

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

1. Detective Dale Brown was selected to fill the temporary Sergeant position at the Waldo County Sheriff's office pending confirmation. The effective date would be June 1, 2020 and it will conclude on July 6, 2020.

****A. Fowler moved, B. Johnson seconded to approve filling the temporary Sergeant position with Detective Dale Brown, effective June 1, 2020 and ending July 6, 2020, with a pay increase from \$27.61 to \$30.26 per hour during that time period. Unanimous.**

2. The Commissioners noted the following pay steps:

- Fulltime Corrections Corporal Walter Wagner reached the 8-year step on May 27, 2020 with a pay increase to \$23.45 per hour.
- Dispatcher Kelly Lewicki reached the one-year step on May 28, 2020 with a pay increase from \$18.45 to \$19.38, and an increase from 40 hours to 80 hours of vacation.

3. Moldy Records Update: B. Arseneau reported that she had spoken with Belfor Property Restoration back on April 27th regarding the recommended approach for making these records safe to handle, due to the current mold contamination problem. She had thought she would have received and estimate of work to be performed by now, and has both called and emailed the company regarding the status of the estimate. She will continue to follow-up until she has information for the Commissioners.

APPROVAL OF MINUTES:

B. Arseneau requested that the Commissioners approve the minutes from the May 20, 2020 Waldo County Commissioners Court Sessions as presented.

Commissioner Johnson requested a correction be made to Facilities Report, as she was quoted incorrectly. She requested that the minutes be less detailed and more general. She also stated that she believed the Commissioners Court sessions should be recorded, especially with the zoom meetings. That way the written record would be brief but there would be recordings to review if necessary.

****A. Fowler moved, B. Johnson seconded to approve the minutes from the May 20, 2020 Waldo County Commissioners Court Sessions with changes. Unanimous.**

HEALTH INSURANCE PLAN STATUS:

Commissioner Shorey brought up that he would like to better understand the County's "grandfathered status" of its health insurance plan, and would like to know what the advantages and disadvantages are related to this status. After brief discussion, the Commissioners voted as follows:

****A. Fowler moved, B. Johnson seconded for the County Clerk to work with the Human Resources Director to ask Malcolm Ulmer to define and explain to the Commissioners the grandfathered status of the health insurance plan, the benefit and/or the negative side of being**

**grandfathered, and if it would be a detriment to the County if this status was changed.
Unanimous.**

COMMISSIONERS MISCELLANEOUS BUSINESS:

1. B. Johnson provided an update regarding the grant submitted for top floor of the Superior Courthouse. The estimate for heat pumps, rather than a boiler, was approximately \$20,000.00. No grant match is required.
2. W. Shorey recommended, considering any potential savings that might be made in the current budget and 2021, adding \$100,000.00 to the Communication Center Reserve to help with upcoming large costs, \$25,000.00 to the Severance Reserve, and \$5,000.00 to the EMA Disaster Reserve. He also recommended increasing the Health Insurance operating budget line to \$1,060,000.00.

ICON CONTRACT – REGISTRY OF PROBATE:

Register of Probate Sharon Peavey asked to speak briefly with the County Commissioners.

1. The ICON contract expired 12/2019, and has been extended through 2025, with a slight increase in cost. She explained that Waldo County has been very active about scanning previous years of records, so it is taking up more space and is one reason why it costs more.
2. S. Peavey asked if Probate can use the conference room that has been vacated by H.R. B. Johnson recommended putting the law library in there, and the space could still be used for a conference room.
3. S. Peavey inquired about how long it would be before employees on furlough be recalled. The Probate Court Registry and court are starting to get busier and she may need to be back to full staff. The Commissioners asked for S. Peavey to keep track of the workload and to look at how to do this in a way that protects the employees and the public.

EXECUTIVE SESSION:

The Commissioners requested a brief executive session for discussion of unanticipated non-public information.

****A. Fowler moved, B. Johnson seconded to go into executive session at 2:01 p.m. for discussion of non-public information as permitted by M.R.S.A. Title 1§405(6)(F). Unanimous.**

****B. Johnson moved, A. Fowler seconded to come out of executive session at 2:30 p.m. Unanimous.** No action was taken.

NEXT COURT SESSION:

The Commissioners asked that a Zoom meeting be set up for them for an executive session on June 8, 2020 at 4:00 p.m.

****B. Johnson moved, A. Fowler seconded to adjourn the court session at 2:30 p.m. Unanimous.**

Respectfully submitted by Barbara L. Arseneau Waldo County Clerk

Barbara L. Arseneau