

**WALDO COUNTY COMMISSIONERS COURT SESSION
(SPECIAL SESSION)
MARCH 25, 2008**

PRESENT: Commissioners John M. Hyk (Chairman), Donald P. Berry, Sr. and Amy R. Fowler. Also present were Assistant District Attorney Eric Walker, Communications Center Director Owen Smith and County Clerk Barbara Arseneau.

DISCUSSION OF MINIMUM FULL TIME HOURS AND PART-TIME DISPATCHER:

Present for this discussion were Assistant District Attorney Eric Walker and Communications Center Owen Smith.

E. Walker informed the Commissioners that a candidate has been selected for the part-time Victim/Witness Advocate position in the District Attorney's Office. Harriet Kearns has been selected to fill this position at \$11.00 per hour, as this is the hourly limit she wishes to earn due to a personal income cap. E. Walker noted that this cap may change over the years, and wished to reserve the right to approach the Commissioners in the future if that cap changes.

**** A. Fowler moved, D. Berry seconded to hire Harriet Kearns as part-time Victim/Witness Advocate at the rate of \$11.00 per hour, per her request; any future person hired for that position would be hired at the established rate of \$13.15 per hour. Unanimous.**

O. Smith told the Commissioners that he was "guilty of not paying attention to the finer points of the Personnel Policy" regarding part-time employees. He referenced Section 3.1.2. in the Policy and acknowledged that he has historically scheduled part-time employees over the 32 hours-per-week limit during the first three to six months of hire. He explained that keeping it under 32 hours is difficult; not just difficult for Communications Center, but also for the Sheriff's Office and the Jail.

M. Wadsworth explained that it is up to an employer to set part-time and full-time hours, and read from Policy regarding part-time and temporary part-time employees. O. Smith said he could try to manipulate it so that it under 32 hours and would have to watch it closely, noting that it may become a "moot point" for the Communications Center, as he was looking at doing away with part-time in the schedule. J. Hyk summarized that that Personnel Policy would be adhered to more closely and that eventually there may no longer be part-time employees, and O. Smith agreed.

A. Fowler asked Human Resources/Payroll Director M. Wadsworth if she could find out what other Counties are doing. M. Wadsworth suggested changing part-time to 34 hours and under. O. Smith said he thought that would work well, as it would allow four full eight-hour days. "We always have to fill our seat when there is a vacancy," he explained. A. Fowler felt it was still a good idea to check with other counties to see how they handle part-time and fulltime hours. There was additional discussion of only using full-time employees, which would necessitate mandatory "call out." O. Smith noted that the Collective Bargaining Agreement would need to be considered.

There was brief discussion on a recent legislative bill that suggests reducing the surcharge from \$0.50 to \$0.45. O. Smith noted that NENA will be supportive, and both he and Commissioner Berry discussed the long-range impact of the "dipping" going on from the surcharge fund and their concern about when future changes occur, whether there would be any money left. It was agreed that NENA would need to speak up on that and the Commissioners would need to support the Communications Directors on this issue.

TOWER GRANT DISCUSSION:

A. Fowler inquired about the tower grant. O. Smith explained that MEMA has been over to look at it, but the County owns it, so the County can decide on usage.

HUMAN RESOURCES/PAYROLL DIRECTOR'S REPORT:

Present for this report was Human Resources/Payroll Director Michelle Wadsworth, who reviewed the following with the Commissioners:

1. PART-TIME EMPLOYEES WORKING FOR TWO DIFFERENT DEPARTMENTS:

Michelle Wadsworth explained that she had consulted with legal counsel on this matter and the County would be required to have to have a waiver stating that the employee working part-time for two different County departments cannot qualify for benefits.

2. The job description for the Part-time Victim/Witness Advocate was reviewed.

3. Minor changes to the job description for the Facilities Manager position were reviewed.

4. M. Wadsworth inquired about advertising for the vacant Facilities Manager position and was instructed by the Commissioners to run ads for this position in local papers and for 90 days as an on-line ad.

CORRESPONDENCE

1. Sheriff Story sent notice that Frank Grillo will be re-hired as Part-time Corrections and Transport Officer effective April 1, 2008, for undetermined hours at \$11.74 per hour.

**** A. Fowler moved, D. Berry seconded to re-hire Frank Grillo as Part-time Corrections and Transport Officer effective April 2, 2008 for undetermined hours at \$11.74 per hour. Unanimous.**

2. The Commissioners noted that Probate Clerk Judith Nealley completed five years of full-time employment and was due a pay step increase to \$13.31 per hour effective April 21, 2008.

3. Communications Director Owen Smith sent notice that Dispatcher Katie Jewell resigned effective March 20, 2008.

****A. Fowler moved, D. Berry seconded accepting with regret the resignation of Dispatcher Katie Jewell effective March 20, 2008. Unanimous.**

4. The County Commissioners reviewed The Agreement for Adult Community Corrections Services (Pretrial and Home release) from the Waldo County Sheriff's Office, which has been signed by the Sheriff, the Commissioners and June Koegel, President/CEO.

EXECUTIVE SESSION:

**** A. Fowler moved, D. Berry seconded to enter Executive Session according to Title 1, § 405, #6, Sections D and F at 9:19 a.m. Unanimous.**

**** D. Berry moved, A. Fowler seconded to exit Executive Session at 11:52 a.m. Unanimous.**

There was no action taken.

TECHNOLOGY REPORT (via conference call):

Technology Consultant James Arseneau presented the following via conference call:

1. FIBER OPTICS: J. Arseneau stated that he had spoken with the Commissioners at their last court session about researching running fiber optics. Nuel Crawford conducted a site survey for Lincolnville Communications, Inc. and determined that the County is not a utility, so they cannot hang telephone wires. To install and run fiber from the two courthouses along with trenching, etc. 3,300 feet of fiber optic would be required and there is a fee for each pole. The proposal, as a utility, would be \$12,000.00 with a five-year agreement of \$600.00 per month, which he commented was not a bad price per month. They own fiber path out to Route 52, so this will be good for County if it starts to develop the 100-acre site in the future.

Some equipment will need to be replaced in both courthouses. All connections to servers will remain within County. Currently, they go out and then to Communications Center, and can be "sluggish" at times. He detailed how this could not be "tapped into" and one benefit would be that it would off-load internal traffic for use by other outside law enforcement to come in remotely. There was discussion of possibly using funds from the Technology Reserve, as it was set up for this type of thing.

J. Arseneau explained that the Internet connections with Mid-Coast are free and while it would not off-set anything, it would make it much more efficient for courthouse staff to work. More importantly, it is more secure. He noted that he has tried looking into radio, but it would need to have to have a back-up. The money to fund two switches and installation would likely come out of the Reserve. The total would be \$20,000.00; there are two more days of labor at \$600.00 per month out of regular operating budget for Technology (Line 7000). He noted that there was an existing retainer with CBE that was already purchased.

D. Berry asked if J. Arseneau had spoken with Fairpoint and J. Arseneau responded that he spoke with Verizon; it was astronomically high, and even though Fairpoint is taking over, prices will be about the same. A. Fowler expressed concerned that this would increase the budget, but J. Hyk replied that the county needed to run properly, too.

**** D. Berry moved, A. Fowler seconded to go forward with fiber optic option. Unanimous.**

EXECUTIVE SESSION:

**** A. Fowler moved, D. Berry seconded to enter Executive Session at 1:00 p.m. according to Title 1 § 405 (D). Unanimous.**

**** D. Berry moved, A. Fowler seconded to exit Executive Session at 1:27 p.m. Unanimous.**

There was no action taken.

NEXT COMMISSIONERS COURT SESSION:

The next regularly scheduled Commissioners Court Session is April 8, 2008. The Commissioners asked that current Facilities Manager Keith Overlock be scheduled on that agenda.

****A. Fowler moved, D. Berry seconded to adjourn the meeting at 1:30 p.m. Unanimous.**

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