

**WALDO COUNTY COMMISSIONERS COURT SESSION
JUNE 21, 2011**

PRESENT: Commissioners William D. Shorey – Chairman, Amy R. Fowler and Betty I. Johnson. Present to take minutes was County Clerk Barbara L. Arseneau.

Call to Order: Commissioner Shorey called the meeting to order at 3:00 p.m.

PURCHASE OF TREES:

****B. Johnson moved, A. Fowler seconded to purchase 30 trees for a sum of \$1,920.00. Unanimous.**

DATE SENSITIVE CORRESPONDENCE:

1. NEW HIRE:

****A. Fowler moved, B. Johnson seconded to approve the hire of Amy Keller as Part-time Deeds Clerk during the summer months for 20 hours per week at \$12.58 per hour for a total of ten (10) weeks. Unanimous.**

2. The Commissioners noted that part-time Corrections Officer Jeb Fay completed his FTO Training Program and effective June 5, 2011 received a pay increase from \$12.58 to \$15.00 per hour.

FALL COMMISSIONERS OFFICE STAFFING DISCUSSION:

Present with the Commissioners were County Clerk Barbara Arseneau, Deputy County Clerk Veronica Spear, Human Resources/Payroll Director Michelle Wadsworth and Deputy Treasurer Karen Trussell.

The Commissioners asked for discussion regarding staffing the Commissioners Office during the upcoming three-months leave for the Human Resources/Payroll Director during the fall and while the County Clerk would be on vacation for part of in September.

There was some discussion on how previous leaves have been covered. B. Arseneau submitted a sheet detailing how leaves have been covered during the past few years. She explained that during two separate three-month leaves, a full-time temporary clerk had been hired to absorb some of the work for the other staff while they took on responsibilities of the position of the person out on leave. Both times the position became part-time toward the end due to unexpected circumstances of the persons hired, and it was during these leaves that B. Arseneau found she got very behind in her work and it took years to get some of it caught up. B. Arseneau also explained that when she herself was on medical leave for one month in 2009, she had not requested coverage for that and it had put a strain on the remaining staff even though she had continued working part-time from home during that leave. She stated that when she returned, the staff asked her not to go out on any extended leave again without arranging for coverage. She acknowledged that she had not anticipated how much of a burden it would put on them.

B. Arseneau also reminded the Commissioners that this short-staffing situation will fall during the 2012 Budget Process, that one union contract is still be negotiated and another unit will start negotiations in the fall, that there are ongoing grievances and hearings that usually normally handled by the H.R. Director, that payroll is more complex and time consuming now and there were a number of projects and even 2010 year end work that has been started but not completed.

There was brief discussion of increasing the remaining staff's hours during the week. The general consensus was that this would not work because it would still leave only two people in the office for a good part of September and would also impact employee child care costs, etc.

The Commissioners discussed the possibility of maintaining the office with a temporary part-time position rather than full-time. A. Fowler made that recommendation, suggesting that it might work well to hire A. Keller as part-time temporary office assistant since she would have just completed her 10-week hire at the Registry of Deeds. The Commissioners agreed to coverage for up to twelve (12) weeks, depending upon when the Human Resources/Payroll Director returned to work. After looking at the calendar and discussing the days A. Keller would most be needed, it was decided that the position would be 35 hours per week for the four (4) weeks the office would be the most short-staffed and the remaining eight weeks would be at 21 hours per week.

****B. Johnson moved, A. Fowler seconded to hire a temporary Office Assistant to work four (4) weeks at 35 hours and eight (8) weeks for 21 hours per week, starting on September 6, 2011. The Commissioners also agreed to hire Amy Keller to fill this temporary position if she is available. Unanimous.**

RESOURCE OFFICER UPDATE:

Present with the Commissioners was Sheriff Scott Story, who also asked that he be allowed to report two other items first, as follows:

1. State's CRAS system: S. Story stated that Deputy Treasurer Karen Trussell has plugged the budget numbers into the 2012-13 Corrections budget and that he learned that he had to reduce another \$3,000.00 from the budget. He stated that he was able to do so, and expressed that his only concern was the Unemployment line, but he hoped it would work out.
2. Next Monday Mike Tausek, Bobby Walker and S. Story will be presenting to the Corrections Working Group an overview of what the Reentry Center does and will discuss the concept of possibly opening up beds to qualified federal government inmates, provided that they meet the criteria of the Reentry Center.
3. Mt. View School has approved a budget of approximately \$80,000.00 for a nine (9) month Resource Officer position. S. Story noted that there are a number of issues to think about: 1. the school is on a fiscal year and the County is on calendar year; 2. the school wants to start this in September; 3. Waldo County might have to come up with funds for the remaining three months of the year. S. Story has not calculated the numbers at this point. It would be about 2.5 months of benefits, salary and shared conditions. He would have to go before the Commissioners, then the Budget Committee with the budget for this. S. Story said he cannot make the commitment on Sept 1, 2011. He offered another option of designating this as a seasonal full-time position, noting, however, that the current Personnel Policy does not list this type of position as a defined employee status. If the County called the position "seasonal full-time," they might be on unpaid leave for almost three months. To satisfy the need to start it September 1, it would have to be this type of position. S. Story noted that the County also would need to post this as a policy change for ten 10 days prior to implementing. He would have to post inside first, and then post outside. Regardless, it has to be a certified officer. If the Commissioners approved this position, and ultimately the Budget Committee, then the earliest it could be started would be January 2012. The options were reviewed again; hire someone for September that is willing to forgo pay for 2.5 months, or run this through the Commissioners and Budget Committee and try to start it January 2012.

S. Story expressed concern about asking for this position. For certain, the position would be conditional on the School budget funding it. It would be a direct reimbursement to the County. The \$80,000.00 would cover salary, FICA, Retirement, Life Insurance and Health Insurance. S. Story also calculated fuel, maintenance and tires, uniforms, vest, camera, audio recorder, an in-car camera, laptop, etc. It would appear that the \$80,000.00 should cover the nine (9) months of work. To the County, to start this September 1, 2011, it would need to be extremely minimal or no cost to the County.

B. Johnson asked if school vacation time need to be factored. S. Story said he wasn't sure, but figured there was some vacation during the school year such as Christmas, February vacation and April vacation and thought the officer would likely have to do some work doing that time.

W. Shorey said that the Commissioners have been discussing approaching the Budget Committee during the July Budget Committee luncheon regarding the Sheriff's budget and the Communications Center Budget, and thought that there could be discussion on the matter of the Resource Officer position at that time.

There was brief discussion about the type of person who might be interested in filling this position and that the personal circumstances would likely play a large part in who might apply for a position that works 43 weeks and is out of work 9 weeks each year.

S. Story asked if the Commissioners would approve drafting a job description and to continue discussions with the Mt. View School.

****B. Johnson moved, A. Fowler seconded to allow the Sheriff to draft a job description for a Seasonal Full-time Resource Officer position, and to continue to working with the school as long as this does not impact the current County budget. Unanimous.**

COLOR COMMITTEE FOR NEW SHERIFF'S BUILDING: W. Shorey recommended that the following to be on the Committee: Sheriff Story, Mrs. Brenda Bonneville, Mr. Seth Benz, or his wife, EMA Deputy Director Olga Rumney, Commissioner Johnson and County Clerk Barbara Arseneau to choose trim and siding colors and roof shingles for the new EOC/Sheriff's Building, noting that due to timing, this meeting would need to take place within a week with a recommendation being made within the same time frame. Possible dates were discussed with contact to be made with the neighbors by Commissioner Johnson and once a date was decided on, to notify the rest of the Committee.

MOVING FUNDS:

****A. Fowler moved, B. Johnson seconded to move \$50,000.00 from the MCRCC Undesignated Funds and move it to the Corrections Technology Reserve. Unanimous.**

EXECUTIVE SESSION:

****B. Johnson moved, A. Fowler seconded to enter Executive Session at 4:16 p.m. for discussion of confidential personnel information as allowed by M.R.S.A. Title 1 § 405 - 6(A). Unanimous.**

****A. Fowler moved, B. Johnson seconded to exit Executive Session at 4:43 p.m. Unanimous.**

****A. Fowler moved, B. Johnson seconded to accept the verbal resignation of Dispatch Supervisor Patricia Schade as delivered to the Commissioners from Communications Director Owen Smith effective June 21, 2011. Unanimous.**

MISCELLANEOUS BUSINESS:

B. Johnson informed the board that she has been elected secretary of MCEDD Executive Committee. W. Shorey said he had a meeting with Ralph Harvey of Eastern Maine Development Corp to have him explain some of the redistricting.

****A. Fowler moved, B. Johnson seconded to adjourn the Court Session at 4:55 p.m. Unanimous.**

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