

**WALDO COUNTY COMMISSIONERS COURT SESSION
MARCH 3, 2021**

PRESENT: Commissioners Amy R. Fowler (Chairman), William D. Shorey, and Betty I. Johnson. County Clerk Barbara Arseneau took the minutes. The court session was conducted via teleconference due to COVID-19 restrictions.

Call to Order: Commissioner Fowler called the court session to order at 9:04 a.m. due to internet issues.

FINANCIAL REPORT:

Finance Director Karen Trussell reported the following:

The County Checkbook balance is \$136,988.31.

The Jail Checkbook balance is \$40,854.23.

County Appropriations:

16% of the 2021 budget has been expended and it could be 17% at this time.

County Revenue:

19.12% of the revenue has been received at this time.

Corrections Appropriations:

14% of 2021 budget has been expended and could be 17% expended.

Corrections Revenue:

1.58% of the revenue has been received at this time.

TAX ANTICIPATION NOTE:

K. Trussell reported that \$300,000.00 has been borrowed on the County side and \$500,000.00 on the Jail side.

****B. Johnson moved, W. Shorey seconded to file the Financial Report. Unanimous.**

WARRANTS:

****W. Shorey moved, B. Johnson seconded to authorize payment of the February 26, 2021 General Fund Accounts Payable warrant and February 18, 2021 payroll in the amount of \$340,070.98. Unanimous.**

****W. Shorey moved, B. Johnson seconded to authorize payment of the February 26, 2021 Capital, Active, & Restrictive Reserve warrant in the amount of \$31,216.20. Unanimous.**

****B. Johnson moved, W. Shorey seconded to authorize payment of the February 26, 2021 MCRRC (Corrections) Accounts Payable warrant and February 18, 2021 payroll in the amount of \$148,043.76. Unanimous.**

****B. Johnson moved, W. Shorey seconded to authorize payment of the February 26, 2021 MCRRC (Corrections) Restricted Reserve in the amount of \$1,309.04. Unanimous.**

The Commissioners gave K. Trussell permission to use their signature stamps on the warrant.

The Commissioners have not had a chance to review materials for the audit, so they will do that in the near future.

INFORMATION TECHNOLOGY REPORT

Present was Information Technology Manager J-sun Bailey, who reported the following:

1. Spillman upgrade 2020.3 is complete. It went fairly smoothly, with only a couple of hiccups, which were resolved.
2. He is finishing Legal Secretary Felicia Gray's laptop today and will deliver it to her. He is working on the rest of the laptops for remote access. He reissued a laptop that had been having issues, so he worked on that, and an additional laptop was available, so the newer laptop will be available to the P/T Legal Secretary. The staff will be able to function for Zoom, antivirus, remote work, etc. but not for any unnecessary functions.
3. Stockton Springs Fire Department has requested an old unused Panasonic Toughbook to replace their old computer that they use for training. A. Fowler suggested reaching out to other agencies to see if they can use them. J. Bailey will create an inventory and will send it over to EMA Director Dale Rowley so he can see who may need them.

The Commissioners stated that they appreciate J. Bailey's hard work.

HUMAN RESOURCES REPORT:

Present was Human Resources Director KelLee Gray, who reviewed the following with the Commissioners:

1. Officer Garth Colman will reach the 6 months' pay step on March 16, 2021 with a pay increase to \$19.38 per hour. Noted by the Commissioners.
2. Corrections Officer Michael Hopkins will reach the 16-year step on March 8, 2021 with a pay increase to \$22.87 per hour. Noted by the Commissioners.
3. Domestic Violence Detective James Greeley will reach the 16-year pay step on March 13, 2021 with a pay increase to \$27.61 per hour. Noted by the Commissioners.
4. The Workers Comp audit was completed and sent about a week ago.
5. K. Gray has completed necessary OSHA forms for 2020. The state OSHA report is not due this year, but is due next year for the Reentry Center. Maine requires periodic reports that are similar to a Form 300, but usually just for certain departments.

6. The open Probate Clerk position advertisement will be closing on Monday, March 8th.
7. Regarding the breach that occurred in 2018, only one fraudulent claim for one employee has been reported, and it has been filed.
8. 17 mandatory employee classes have been completed.

FACILITIES REPORT:

Present was Facilities Manager Keith Nealley.

1. K. Nealley reported that he will be out all of next week and should be returning Monday, March 15, 2021.
2. Seacoast Security went to the Superior Courthouse building to look at upgrading the panic alarms over there. When the D.A. staff moved their offices, their hardwired panic alarms did not move with them. Both D.A.'s and Deeds Offices will be upgraded to wireless fobs that can be carried around. The Commissioners requested that each of the employees have one due to the safety concerns there.
3. Old Jail Archives: K. Nealley reported that the shelving is set up and will need to be situated. He will need County Clerk Barbara Arseneau to be available to determine where things need to be placed. He has heard from several people, asking if this space can be used for storage, and he has told them it is for files only. The space maintains a temperature of 60 degrees, and the moisture problem has been taken care of. It is quite well insulated, so it is working out well.

CORRESPONDENCE:

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

1. Old Jail Archive space: She has been creating a list indicating where the boxes in the current archive will need to go in the Old Jail Archive to make it a little easier to move them.
2. Tabled Discussion of National Association of Counties Enrollment for 2021: B. Arseneau referenced an email with information on the NACo Live Healthy Discount Program that Commissioner Johnson had recently sent. She also stated that NACo has sent another invoice and asked if the Commissioners wished to pay the annual dues. W. Shorey said he believed this program has run its course with Waldo. B. Johnson said she didn't think they had done their due diligence in advertising it so people would know about it, and did not plan to vote one way or the other. A. Fowler said she believed the County had made it known and available to people because there had been contact with the towns and updated materials sent over the years. She noted it had been difficult to get questions answered by NACo about the Live Healthy Program, among other things. NACo's website hasn't been updated and lists one Maine County as a member who hasn't been for years. She believed NACo had once been a force to be reckoned with but has not been for a while.
****W. Shorey moved, A. Fowler seconded for Waldo County not to participate in the National Association of Counties (NACo) in 2021. Passed by two; B. Johnson abstained.**

APPROVAL OF MINUTES:

1. B. Arseneau requested a motion to correct the February 3, 2021 minutes because she had reported the first two items of the Human Resources Directors items together as one when they should have been two separate things. She provided the correct wording.

****B. Johnson withdrew her motion from February 17, 2021 to approve the minutes, and W. Shorey withdrew his second.**

****B. Johnson moved, W. Shorey seconded to approve the minutes from the February 3, 2021 Waldo County Commissioners Court Session as amended. Unanimous.**

2. B. Arseneau requested that the Commissioners approve the minutes from the February 17, 2021 court session.

****B. Johnson moved, W. Shorey seconded to approve the minutes from the February 17, 2021 County Commissioners court session.**

COMMISSIONERS MISCELLANEOUS BUSINESS:

1. COVID-19 Updates: W. Shorey noted that a recent televised news report stated that there hasn't been any case of anyone hospitalized or dying who has had the COVID-19 vaccine. He wondered if the Commissioners wanted to consider holding their court sessions in person again at the Commissioners Court room. There was brief discussion about the need to continue with masks and social distancing, and about continuing to offer Zoom attendance to the public. J. Bailey said the subject has come up and many think it would be unfortunate to take it away. The Commissioners agreed that Zoom has been a replacement for a while, and now it can be an additional route for other people to be involved in their government. It would also work well for department heads who can't or don't wish to attend in person. The Commissioners will start holding in-person court sessions April 7, 2021, while continuing to use masks and staying 6 feet apart. They instructed the County Clerk to give notice to department heads and to determine who will attend in person and who will attend by Zoom.

EXECUTIVE SESSION:

****W. Shorey moved, B. Johnson seconded to go into executive session at 9:50 a.m. for discussion of compensation as permitted by MRSA Title 1§405(6)(a). Unanimous.**

****B. Johnson moved, W. Shorey seconded to come out of executive session at 10:07 a.m. Unanimous.**

****W. Shorey moved, B. Johnson seconded to increase the wage for Prosecutorial Assistant/Supervisor Eric Harvey to \$16.86 per hour retroactive to January 1, 2021. Unanimous.**

EXECUTIVE SESSION:

****B. Johnson moved, W. Shorey seconded to go into executive session at 10:09 a.m. for discussion of duties as permitted by MRSA Title 1§405(6)(a). Unanimous.**

****W. Shorey moved, B. Johnson seconded to come out of executive session at 10:30 a.m. Unanimous.**

No action was taken.

W. Shorey said that the final executive session was not needed. He reported that the Sheriff has given approval on the most recent changes to the tentatively agreed new union contract with the Deputies Association, and once finalized it will likely be ready for a vote during the April 7, 2021 court session. He also reported that the General Government Unit has voted on the proposed new contract, and those votes are still being processed.

The Communications Center Association will enter mediation next week.

****B. Johnson moved, W. Shorey seconded to adjourn at 10:31 a.m. Unanimous.**

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