

**WALDO COUNTY COMMISSIONERS COURT SESSION
JANUARY 24, 2012
(SPECIAL SESSION)**

PRESENT: Commissioners William D. Shorey - Chairman, Amy R. Fowler and Betty I. Johnson. Taking minutes was County Clerk Barbara Arseneau.

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

COMMUNICATIONS CENTER – NEW HIRES:

1. FLOATER POSITION: Communications Center Director Owen Smith presented his recommendation to hire Rebecca Bryant for the new full-time Floater position at the Communications Center. She has already worked part-time for the past several months.

****A. Fowler moved, B. Johnson seconded to hire Rebecca Bryant for the new full-time Floater position at the Communications Center at \$14.94 per hour effective January 29, 2012.** Discussion: B. Johnson asked if this was a new position. O. Smith explained that this was arranged during union negotiations and has its own independent, non-set schedule. **Unanimous.**

The Commissioners requested that O. Smith meet with them every three months to report on how this new position is working out.

The Commissioners told O. Smith that the Human Resources/Payroll Director is working on a wellness program. Some ideas were discussed regarding incentives. It was noted that the State has credit cards and has an agreement with the YMCA and employees have to maintain a certain level of visits in order to benefit from it. O. Smith stated that some employees are interested in another weight-loss contest.

2. O. Smith recommended hiring Kelsi Story as part-time Dispatcher Trainee at \$12.83 per hour effective February 5, 2012. Once she has completed the required certifications, the rate of pay will increase.

****B. Johnson moved, A. Fowler seconded to hire Kelsi Story as part-time Dispatcher Trainee at \$12.83 per hour effective February 5, 2012. Unanimous.**

3. O. Smith recommended hiring Gregory Morse as part-time Dispatcher trainee at \$12.83 per hour (until required certifications are completed) effective February 8, 2012.

****A. Fowler moved, B. Johnson seconded to hire Gregory Morse as part-time Dispatcher Trainee for the Waldo County Regional Communications Center at \$12.83 per hour effective February 8, 2012. Unanimous.**

PSAP LEGISLATION:

O. Smith related positive news about recent hearings and meetings he and Commissioner Fowler have attended to support keeping PSAPS at the County level. A. Fowler reiterated that attendance has been outstanding and listed several agencies, including the Maine Fire Chiefs Association, the Maine Firefighters Association, the Maine Sheriff's Association and many others who have turned out in support of the Kimball Report and in maintaining 15 to 17 PSAP centers. A. Fowler said she believed that the Public Safety Answering Points will not succumb to the same situation that the Corrections facilities have because they have done their homework and have spoken out.

O. Smith emphasized that nothing would change for the County if the PSAP was taken out of Waldo County in terms of manpower. The calls will simply be delayed. A. Fowler clarified that technology would have to be purchased to replace the PSAP equipment that would be lost.

W. Shorey expressed his appreciation for the time and effort Commissioner Fowler has been putting into this effort regarding PSAPS. He recognized that this has involved a lot of her time and energy.

A. Fowler thanked Commissioner Shorey and related her concerns about what could happen if PSAPS were reduced. She described what would happen if someone called 9-1-1: The person would state their need, be put on hold, be transferred to the nearest Communications Center only to have to repeat their need all over again.

O. Smith commended Commissioner Fowler for her ability to deliver great testimony and commented that MECCA feels she is part of their group, as she attends most of their meetings.

RESUBMISSION OF JANITORIAL BIDS:

Present with K. Nealley were Walter and Becky Woods of Community Cleaning, LLC. K. Nealley said that he needed to make the Commissioners aware that the Sheriff and Chief Deputy wish to have input in the final selection of cleaners. He further explained that he needs to get a sealant on the tile floor in the new building as soon as possible.

PROPOSALS:

K. Nealley explained that he requested proposals for three days per week. Anything less would not be cost effective as they would have to spend more time catching up, so it wouldn't really save any money.

B. Johnson asked to see the spec sheet and bid proposal request. She felt that it would help the Commissioners see if all the aspects of the bid proposal were covered as they made their decision.

K. Nealley explained that he broke things down into janitorial services and also the VCT or vinyl flooring maintenance.

A. Fowler asked for the difference to be explained. K. Nealley said in order to maintain Vinyl Composition Tile (VCT), it has to be waxed, buffed or burnished either monthly or as needed. The Janitorial aspect is damp-mopping the floor, cleaning glass, etc. That is why he has separated it out.

W. Woods explained that it took 21 man hours in the YMCA hallway to strip, clean and wax the floors. He noted that chairs and tables have to be moved, the floor has to dry and then all the tables and chairs have to be moved back after 24 hours.

B. Woods explained that burnishing extends the life of the tile. It heats it and redistributes the wax, which serves as a protection.

K. Nealley explained that in the interest of breaking this down as much as possible, he has categories for the EMA and Sheriff and for janitorial as well as tile maintenance and has done so for both 2012 and 2013.

BID PROPOSALS:

1. CENTRAL MAINE CLEANING 2012:

EMA	Janitorial monthly - \$255.00. Yearly - \$3060.00.
Sheriff's Office	Janitorial monthly - \$480.00. Yearly - \$5,760.00.
Total 2012	Janitorial monthly - \$735.00. Yearly - \$8,820.00.

EMA	VCT Maintenance monthly - \$130.00. Yearly - \$1,560.00.
Sheriff's Office	VCT Maintenance monthly - \$130.00. Yearly - \$1,560.00.
Total 2012	VCT Maintenance monthly - \$260.00. Yearly - \$3,120.00.

2013: The same as 2012.

GRAND TOTAL for both: \$11,940.00.

2. COMMUNITY CLEANING 2012:

EMA	Janitorial monthly - \$201.33. Yearly \$2,415.96.
Sheriff's Office:	Janitorial monthly - \$621.20. Yearly - \$7,454.40.
Total 2012	Janitorial monthly - \$822.53. Yearly - \$9,870.30.

EMA	VCT maintenance monthly - \$186.82. Yearly - \$2,241.80.
Sheriff's Office	VCT maintenance monthly - \$128.43. Yearly - \$1,541.10.
Total 2012	VCT maintenance monthly - \$315.24. Yearly - \$3,782.90.

GRAND TOTAL for both: \$13,653.20.

2013: The same as 2012.

3. MAUREEN HALL 2012:

EMA	Janitorial monthly - \$357.00. Yearly \$4,284.00.
Sheriff's Office:	Janitorial monthly - \$279.00. Yearly - \$3,348.00.
Total 2012	Janitorial monthly - \$636.00. Yearly - \$7,632.00.

EMA	VCT maintenance monthly - \$115.00. Yearly - \$1,380.00.
Sheriff's Office	VCT maintenance monthly - \$57.50. Yearly - \$690.00.
Total 2012	VCT maintenance monthly - \$172.50. Yearly - \$2,070.00.

GRAND TOTAL for both: \$9,702.00

2013: The same as 2012.

K. Nealley reviewed the totals again. He suggested that the Commissioners could separate Janitorial services from VCT, if they wished.

W. Shorey suggested that the figures be analyzed and a decision made later on. K. Nealley offered to type everything up so it would be easier to review.

The Commissioners thanked Walter and Becky Woods for coming in.

The Commissioners spent some time discussing how to review the bids and what the cleanliness expectations are.

****B. Johnson moved, A. Fowler to accept the bid proposal from Community Cleaning to clean the new Public Safety Building. Unanimous.**

The Commissioners commended Keith for all the extra work he has been doing at the new building.

DISTRICT ATTORNEY'S OFFICE - INTERIM VICTIM/WITNESS ADVOCATE POSITION HIRE:

At the request of Deputy District Attorney Eric Walker, B. Arseneau read his recommendation to hire Kathleen ("Katie") Butler as Interim Victim/Witness Advocate at \$18.99 per hour, which was what Deborah McAllian was making at the time she resigned, effective January 30, 2012. Ms. Butler worked two and one-half years as VWA in the past, is fully trained in this position, knows the Justware software, knows the staff, attorneys and police officers and "is universally liked by all."

****B. Johnson moved, A. Fowler seconded to approve the hire of Kathleen Butler as Interim Victim/Witness Advocate at \$18.99 per hour effective January 30, 2012. Unanimous.**

E. Walker also sent a memo notifying the Commissioners that former VWA Deborah McAllian worked an additional six (6) hours of comp time on Friday, January 13, 2012, as she was trying to wrap up things before she left the office. This time was not included on the time sheet that was turned in earlier in the week. He requested that she be paid for the comp time.

****A. Fowler moved, B. Johnson seconded to pay former Victim/Witness Advocate Deborah McAllian for the six (6) hours of comp time she worked on January 13, 2012. Unanimous.**

MISCELLANEOUS COMMISSIONERS BUSINESS:

Present with Commissioners was Karen Trussell.

1. SPECIAL PLAN 2C MAINE PERS REQUEST: K. Trussell explained that when the Deputies signed the union contract in 2009, the County had to take on a large expense in the County's contribution and as a result, the IUUAL (Initial Unfunded Actuarial Liability) increased from \$42,542.00 to \$229,230.00. An employee, who is not part of the union but whose position cannot be excluded from the change in plans from AC to Special Plan 2C, decided to contribute toward this expense as a matter of conscience. The union employees have not been expected to contribute toward this. Another employee recently transferred from the Jail to the Sheriff's Patrol and that employee has not had to contribute to this additional cost to be part of Special Plan 2C. K. Trussell said this inequity had been bothering her for some time and she decided to bring it to the Commissioners' attention. The Commissioners discussed the history of the agreement (vote December 11, 2009) and voted as follows:

****W. Shorey moved, A. Fowler seconded for these contributions from the employee who has been contributing to cease and for the County to reimburse any payments made since January 1, 2012. Unanimous.**

2. W. Shorey asked to change the amounts of the funds that will be moved from undesignated funds that had been voted on during the December 29, 2011 Court Session.

****A. Fowler moved to rescind the motion to take \$150,000 from undesignated funds to be used as needed for Technology and Future Land and Buildings rather than stipulate certain amounts. Unanimous.**

3. Oracle and County of Waldo Agreement: The cost for technical support services and benefits to be renewed upon expiration February 29, 2012 would be \$3,351.80 paid by credit card. ****B. Johnson moved, A. Fowler seconded to pay the agreement with Oracle in the amount of \$3,351.80. Unanimous.**

4. A. Fowler said she received a telephone call from Mr. George Fernald, owner of Unity Raceway, explaining that he would like to host a “Waldo County Fair,” on June 8, 2012. He asked if the Commissioners would be interested in supporting or participating in this. B. Johnson wondered about having a political tent or booth for the County, which they would pay to have, and County services could be advertised. A. Fowler said she would speak with some other agencies to see if anyone would be interested in working with Mr. Fernald on this; however, she and the other Commissioners agreed that it wouldn’t be the County’s place to get in the business of holding the fair itself.

CORRESPONDENCE:

1. EMA Director Dale Rowley send a memo advising that his pay increased January 9, 2012 to \$48,636.16 due to completion of six (6) years of employment, according to the pay scale. The Commissioners noted this.

2. B. Arseneau submitted a memo indicating that Deputy County Clerk Veronica Spear completed eight (8) years of full-time employment effective January 1, 2012. According to the pay scale for the Commissioners Staff, her salary for 2012 will be \$35,382.00. The Commissioners noted this.

3. The State of Maine Labor Relations Board sent a refund of \$260.67 for mediation between MSEA and Waldo County Commissioners for the Support Services Bargaining Unit.

4. The County’s 457 Plan with ICMA-RC has some mandatory changes coming up effective January 31, 2012 related to the HEART (Heroes Earnings Assistance and Relief Tax Act of 2008, which provides several employee benefit-related advantages to eligible military personnel and their families. There was only one optional feature, an Increased Benefit Accrual, which would allow the employer to provide full or partial benefit accruals or contributions for the period of the participant’s absence for employees who die or become disabled while performing qualified military service. Since these changes are being handled by a “negative election process”, if the Commissioners take no action, this feature will automatically be implemented along with the mandatory requirements. The Commissioners agreed to allow all changes to take place by default.

5. NACo (National Association of Counties) has approved a proposal that allows counties, state associations and NACo to receive revenue through the NACo Prescription Discount Card Program. Counties can choose to receive \$1.00 per prescription when the card is used to receive a discount. Residents in counties that do not want to receive revenue would receive a slightly greater discount when purchasing a prescription – approximately 2% to 2.5%. The Commissioners discussed this and decided to remain with the existing program so that residents would continue to receive the best discount.

6. At the request of the Commissioner Chairman, a memo dated January 23, 2012 was sent to all department heads to be posted for all employees reminding all of the Employee Handbook policy regarding closing of non-essential County offices during inclement weather and how

compensation is handled. If non-essential offices are closed, the Commissioners wanted to commend employees who choose to stay or come in but need to remind them that these employees would only be paid additional compensation if the hours worked EXCEEDED their normal work hours that day.

7. A memo dated January 23, 2012 was also sent to all employees instructed them to remove any quotes that do not pertain to County business and/or that reflect personal interests or opinions from their signature lines in their County Email messages.

8. A letter has been set to the County from RHR Smith & Company, a firm that the BOC has engaged "to provide consulting and accounting assistance to allow it to evaluate the accuracy and effectiveness of the financial accounting systems used by counties to reflect the financial needs of county correctional facilities in the context of county budgets." This firm also provided a financial information checklist and financial questionnaire to be completed by the County. It was B. Arseneau's understanding that the Treasurer's Office was handling the responses.

9. Facilities Manager Keith Nealley is compiling a list of people interested in upcoming CPR and AED training. Classes will be held in March or April. Any interested employees should contact K. Nealley to be added to the list. B. Johnson expressed some interest and said she would contact K. Nealley if she wished to be included.

A. Fowler asked for a quick Executive Session for a personnel matter.

****A. Fowler moved, B. Johnson seconded entering executive session at 11:08 a.m.**

Unanimous.

****B. Johnson moved, A. Fowler seconded to come out of Executive Session at 11:18 a.m.**

Unanimous. No action was taken.

****W. Shorey moved, B. Johnson seconded to adjourn the court session at 11:19 a.m.**

Unanimous.

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