

WALDO COUNTY COMMISSIONERS COURT SESSION
May 26, 2016

PRESENT: Commissioners William D. Shorey (Chairman), Amy R. Fowler and Betty I. Johnson. Also present was Deputy County Clerk Marilyn Saucier to take minutes.

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

TREASURER'S REPORT:

Present with the Commissioners was Deputy Treasurer Karen Trussell, who reported the following:

WARRANTS:

****B. Johnson moved, A. Fowler seconded to authorize payment of the May 26, 2016 General Fund Accounts Payable warrant and May, 2016 payroll in the amount of \$223,401.83. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the May 26, 2016 Capital, Active and Restricted Reserve warrant in the amount of \$68,895.98. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the May 26, 2016 Reentry Accounts Payable warrant and May 26, 2016 payroll in the amount of \$68,529.62. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the May 26, 2016 MCRCC Restricted Reserve warrant in the amount of \$3,967.83. Unanimous.**

SHERIFFS OFFICE REPORT:

Present was Sheriff Jeffrey Trafton who reported the following:

1. New Hire: J. Trafton recommended hiring Diana Story and Michelle Hooper to fill two Administrative positions at the Sheriff's Office. It was requested that they start effective July 11 so they may be trained by the two individuals who will be retiring. Each has 20 years of experience in administration.

****A. Fowler moved, B. Johnson seconded to hire Diana Story at \$21.79 and Michelle Hooper at \$21.39 as Administrative Secretaries to the Sheriff. Unanimous.**

2. B. Shorey requested six inmates from the Re-entry Center to work from 7:30 a.m. to 3:00 p.m. in the County garden. He noted that the crews did an outstanding job.

FACILITIES MANAGEMENT REPORT:

Present with the Commissioners was Facilities Manager Keith Nealley, who reported the following:

1. Update on the vertical lift for Superior Court: There will be an inspection tomorrow, Friday May 27th. He doesn't anticipate any problems and said the lift should be ready by June.

2. K. Nealley briefly update the Commissioners on the Waldo County Regional Reentry Facility Elevator Replacement. He solicited bids and received two; one from Pine State Elevator for \$54,150.00 and one from Stanley Elevator for \$89,980.00. There will be some additional modifications needed and he feels that setting aside \$100,000.00 will be sufficient.

****B. Johnson moved, A. Fowler seconded to accept the bid from Pine State Elevator at \$59,150.00. Unanimous.**

3. K. Nealley reported that the re-shingling of the roof at the District Court building is now complete.

EMPLOYEE ASSISTANCE PROGRAM PROPOSAL:

Present with the Commissioners was Director Owen Smith, joined by HR Director Michelle Wadsworth and Sheriff Jeffrey Trafton to discuss implementing an Employee Assistance Program.

1. J. Trafton spoke in-depth about the Employee Assistance Program from Health Affiliates of Maine. The program is designed to offer employees short term confidential counseling. It covers such topics as mental health counseling, substance abuse counseling and solution-focused problem solving. It would be helpful for any County employee to have this type of counseling available to them.

2. M. Wadsworth stated that health insurance will cover a portion. She feels it is a very positive program. There is a \$350.00 annual fee that could be paid for by the Safety Committee. The rest could be paid from the Health Insurance account. The cost is \$85.00 per session and each employee will be limited to 5 sessions.

3. O. Smith sited an example. A dispatcher at the Communications Center took an especially stressful call and would have benefited from such a program at the time. This program allows employees to be seen by a professional counselor within a day of an incident.

4. A. Fowler suggested more information be gathered and distributed to employees.

****A Fowler moved, B. Johnson seconded to accept that the \$350.00 fee come from the Safety/Department Head budget line and the annual fee of \$2,000.00 from the Health Insurance account for an Employee Assistance program through Health Affiliates of Maine. Unanimous.**

EXECUTIVE SESSION:

****A. Fowler moved, B. Johnson seconded to enter executive session at 9:45 a.m. to discuss protected information related to negotiating of services as permitted by M.R.S.A. 1 §405(6)(F). Unanimous.**

****B. Johnson moved, A. Fowler seconded to come out of executive session at 10:04 a.m. Unanimous.** No action taken.

HUMAN RESOURCES/PAYROLL DIRECTOR:

Present with the Commissioners was Human Resources/Payroll Director Michelle Wadsworth to discuss payroll procedure changes and the New Overtime Policy.

1. Deputy County Clerk Marilyn Saucier will now be entering hours into payroll for all Departments effective July 9.
2. M.Wadsworth and B. Johnson will be attending a class regarding the new Overtime Policy offered by Bernstein Shur on June 1st in Portland. This class is offered at no charge.
3. The Commissioners viewed and approved the invitations that were recently printed for the July 23, 2016 County Employee Day. The invitations will be sent to employees by the second week of June.

CORRESPONDENCE:

Present to report correspondence was Deputy County Clerk Marilyn Saucier as follows:

1. Communications Director Owen Smith sent notification that Dispatcher Trainee Wendy Stearns is no longer employed with the Communications Center. Owen thanked her for her time spent with Waldo County and wished her luck in her future endeavors.
2. The Commissioners accepted with regret Brenda Dakin's formal resignation from the Office of the Sheriff of Waldo County on July 29, 2016.
3. Warren Health, part-time Corrections Officer at the Waldo County Correctional Center, resigned from his position effective January 1, 2016.

APPROVAL OF MINUTES:

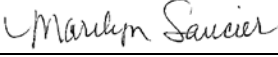
M. Saucier requested that the Commissioners approve the minutes from the May 10 and May 12, 2016 Waldo County Commissioners Court Session as presented.

****A. Fowler moved, W. Shorey seconded to approve the minutes from the May 10 and May 12, 2016 Waldo County Commissioners Court Sessions as presented. Unanimous.**

NEXT COMMISSIONERS COURT SESSION:

The next Commissioners Court Session is a regular session scheduled for June 9, 2016 starting at 9:00 a.m. in the Waldo County Commissioners Conference Room.

****B. Johnson moved, A. Fowler seconded to adjourn the court session at 10:35 a.m. Unanimous.**

Respectfully submitted by 
Deputy County Clerk