

**WALDO COUNTY COMMISSIONERS COURT SESSION  
(Special Session)**

**APRIL 6, 2020**

**PRESENT:** Commissioners Betty I. Johnson (Chairman), Amy R. Fowler, and William D. Shorey via video conference.

**Call to Order:** Commissioner Johnson called the court session to order at 10:08 a.m.

**EXECUTIVE SESSION:**

**\*\*A. Fowler moved, W. Shorey seconded to go into executive session at 10:11 a.m. for discussion of assignments and duties as permitted by MRSA Title 1§405(6)(a). Unanimous.**

There was a general concession to come of executive at 10:47 a.m.

Human Resource Report:

Present was Human Resource Director Sue Lapham

S. Lapham encouraged Department Heads to evaluate those in their departments that are considered to be non-essential staff and to have them enact upon option 1 of the FCCRA Act. Also encouraged employees that can work from home to do so if they are able and have the tools in order to keep with the guidelines of social distancing and the Governor's order released on March 30, 2020.

S. Lapham stated option 1 of this act is 2 weeks of paid time. After that, the Commissioners will reassess and employees will likely be looking at a furlough situation at that time. If this happens, furloughed employees will be notified and be given unemployment options.

Exempt from this act will be the following departments: Sheriff's Department, County Jail, Communications Center and EMA.

**\*\*A. Fowler motioned to exempt from the FCCRA the following departments: Sheriff's Department, County Jail, Communications Center and EMA as they are crucial to public safety. W. Shorey seconded.**

S. Lapham continued to strongly recommend all departments keep their offices clean. Personal safety is imperative at this time. She is currently determining who is essential and who is not by checking in with each department head. During this time she encourages department heads to check in with their employees and their well-being.

**\*\*A. Fowler moved, W. Shorey seconded to have all insurance other related questions in regards to COVID-19 information go directly through Human Resource Sue Lapham.**

B. Johnson quoted Governor Mills order as of Saturday, April 4, 2020 in regards to traveling back into the state. The Governors order is states that it is now mandatory for a 14 day quarantine. B. Johnson stated those who are able to work from home please do so.

B. Johnson stated there are upcoming changes effective tomorrow within certain departments within the County. Effective tomorrow the County Clerk Barbara Arseneau will be working remotely from home. Assistant County Clerk duties can be done by the County Clerk moving forward. Assistant County Clerk Nicole Hubbard will continue to work in the office as IT Assistant, Finance Assistant but is being reassigned to the EMA department during this time. All hours will be accounted for separately in order to receive reimbursement under the Emergency Declaration.

**\*\*A. Fowler motion to reassign Nicole Hubbard to the Emergency Management Department under the National Emergency Declaration effective April 7, 2020. W. Shorey seconded.**

Sheriff Trafton stated he has one employee who is home under quarantine at his instruction as he just returned from Canada. This individual currently has no sick leave. Human Resource Director Sue Lapham stated she would have to look into paid sick leave, but where he is an exempt employee she doesn't think he will qualify for the 80 hour paid leave. Sheriff Trafton also stated that Diana and Michelle are set up to work remotely and they will be working on a rotating basis.

Communications Director Owen Smith stated that they are taking every precaution at the Communication Center to sanitize work stations and keep individuals out of the Center by locking the doors until the pandemic is over.

Legal Secretary Megan Duval wanted clarification on the 2 week leave. S. Lapham reviewed the flyer with her that was passed out with the last pay stubs. M. Duval reviewed the list of employees from the DA's office that are currently working from home. Currently she is the only one working in the office.

The chair adjourned the court session without objection at 12:00 p.m.

Respectfully submitted by Nicole L. Hubbard Waldo County Asst. Clerk  
Nicole L. Hubbard