

**WALDO COUNTY COMMISSIONERS COURT SESSION
MAY 6, 2020**

PRESENT: Commissioners William D. Shorey (Chairman), Amy R. Fowler, and Betty I. Johnson. Also present was County Clerk Barbara Arseneau to take minutes. The court session was conducted via teleconference due to COVID-10 restrictions.

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

AGENDA CHANGES:

Commissioner Shorey added an executive session for discussion of personnel furlough matters as permitted by MRSA Title 1§405(6)(a).

****A. Fowler moved, B. Johnson seconded to go into executive at 9:04 a.m. for discussion of personnel furlough information as permitted by MRSA Title 1§405(6)(a). Unanimous.**

****B. Johnson moved, A. Fowler seconded to come out of executive session at 9:27 a.m. Unanimous.** No action was taken.

FINANCIAL REPORT:

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

The County Checkbook balance is \$59,207.82.

The Jail Checkbook balance is \$19,130.85.

BORROWED ON THE TAX ANTICIPATION NOTE:

The County has borrowed \$1,500,000.00 and Corrections has borrowed \$1,150,000.00 from the T.A.N. The remaining balance is \$2,850,000.00.

County Appropriations:

32% of the 2020 budget has been expended and it could be 33% at this time.

County Revenue:

32.73% of the 2020 County revenue has been received.

Corrections Appropriations:

35% of 2020 budget has been expended and should be 33% expended.

Corrections Revenue:

5.45% of the 2020 Corrections revenue has been received.

W. Shorey stated that the Commissioners have been thinking about moving some undesignated funds into the County's health insurance plan fund.

****W. Shorey moved, A. Fowler seconded to move \$300,000.00 from undesignated funds to the Health Insurance fund. Unanimous.**

A. Fowler asked if any of the technology equipment that has been purchased for the District Attorney's Office, and other offices, such as MiFi's, laptops, etc. could be included in the FEMA Public Assistance Grant in order to be reimbursed for County COVID-19 emergency costs. She asked K. Trussell if she had a list of that information and how much those items had cost.

K. Trussell explained that she wasn't instructed to look for that information, but she could search for it. A. Fowler asked her to check with the EMA Director to see if this met the criteria for the grant application, noting that there was quite a bit expended on technology as a result of the virus situation. The Commissioners instructed B. Arseneau and K. Trussell to add this to the Statement of Impact that will be sent with the grant application.

****B. Johnson moved, A. Fowler seconded to file the Financial Report. Unanimous.**

WORKERS COMP AUDIT REIMBURSEMENT:

K. Trussell reported that the Workers' Compensation Audit has been completed and the County was reimbursed \$5,169.00 for a premium adjustment.

WARRANTS:

****B. Johnson moved, A. Fowler seconded to authorize payment of the April 30, 2020 General Fund Accounts Payable warrant including the April 16 and 30, 2020 payrolls in the amount of \$366,471.27. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the April 30, 2020 Capital, Active & Restricted Reserve warrant in the amount of \$52,125.07. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the April 30, 2020 MCRCC Accounts Payable warrant including the April 16 and 30, 2020 payroll in the amount of \$166,914.20. Unanimous.**

****B. Johnson moved, A. Fowler seconded to authorize payment of the April 30, 2020 MCRRC Restricted Reserve in the amount of \$612.05. Unanimous.**

TECHNOLOGY REPORT:

Present was Facilities J-sun Bailey submitted a written status report and also reported the following:

1. He has set up the new laptops for District Attorney's Office staff who needed them.
2. The telephone issues in the Commissioners Office have been resolved. A person can call in, select an employee by last name, and leave a message. The Commissioners expressed their thanks for the phone issues being resolved.
3. J. Bailey has set up the message notification for B. Arseneau and all calls coming into the Commissioners Office that aren't answered go to her voicemail.

4. He spoke briefly about the Spam filtering and asked what the Commissioners preferred to do. A. Fowler deferred to J-sun's knowledge. B. Johnson felt that J. Bailey should continue research and come back with a recommendation. W. Shorey asked if that could be done by the next court session and J. Bailey said he could have information sent out before then.

EMA DIRECTOR DALE ROWLEY:

1. D. Rowley asked to be added on the agenda to address the questions regarding the criteria for reimbursement through the FEMA Public Assistance Grant. He explained that if equipment and supplies are purchased for COVID-19 response, they may be covered.

2. Rob Hoey has been looking into the science of COVID-19 and responses. D. Rowley said he'd like to ask questions of the CDC for modeling and responses. The Commissioners said that was fine and thanked EMA and its team for all it has done.

3. D. Rowley stated that he is trying to get masks and gloves for those who need them. It will take a couple of months, so he will order it now so it will be available for the fall.

PROBATE STAFFING DISCUSSION:

Present was Register of Probate Sharon Peavey and Probate Judge Sean Ociepka. S. Peavey reported that she is putting a plan put together and reopen to the public. They have received the go-ahead from the State Department to do Passports. This is huge money maker for the County.

Usually the Registry brings in \$8,000.00 and \$9,000.00 each month. For April, it was \$328.00.

The large glass window that was removed from the counter will be put back up to separate the Probate staff from the public. By keeping door into the desk area closed, the staff will be completely separated from the public. They would only have to step outside that windowed area to sign or notarize something, or to take photos for passports. S. Peavey plans to have employees wear gloves and masks, and would like to require public to wear masks and gloves, as well. She also plans to keep the number at only 2 people in the lobby at the same time.

Teleconference hearings have been going okay, but it is not the same as having a face-to-face hearing with the Judge. The courtroom is large enough for social spacing. If more than 10 people arrive, some will have to wait in the hallway. That would be rare. She isn't worried having a few people in the courtroom at a time.

Judge Ociepka stated that cases are usually staggered so people are not arriving for cases at the same time. He believed a gradual opening and keeping appropriate spacing between people should work out well.

S. Peavey stated that staff are currently in the office. She recommended Monday May 18th to re-open to the public. This would allow time for Facilities Manager K. Nealley to do the work, and time to put a notice on the web site. B. Johnson suggested that it be by appointment-only at first. It might help people adjust to waiting later when there will only be two at a time in the lobby. Later, S. Peavey can relax it as people learn the standards.

The Commissioners thanked the Register and the Judge for meeting with them.

CORRESPONDENCE:

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

1. During the most recent Department Head/Safety Committee meeting, the department heads asked about the status of the Employee Handbook and several policies that had been submitted but not changed. This project has been ongoing for nearly two years. B. Johnson said it had been her intention to start that back up early in the year when she was chairman. She asked the County Clerk to try to look at union contracts along with the Handbook, see where they fit and don't fit with the Handbook. A. Fowler and W. Shorey also asked that she go through what has been reviewed and changed, and what still needs to be reviewed by the Commissioners so the Handbook up to date.

2. B. Arseneau let the Commissioners know that the State of Maine Bicentennial Parade in Auburn-Lewiston has been moved to August 15, 2020 at 10:00 a.m. She knew Waldo County was not participating but wanted to update them. A. Fowler said she suspects it may need to be cancelled in view of the Coronavirus.

APPROVAL OF MINUTES:

B. Arseneau requested that the Commissioners approve the minutes from the April 15, 2020, April 20, 2020, April 22, 2020, April 27, 2020, and May 1, 2020 Waldo County Commissioners Court Sessions as presented. The Commissioners had not read all of them and moved this to the next court session.

COMMISSIONERS MISCELLANEOUS BUSINESS:

1. B. Johnson wrote an updated job description for Nicole Hubbard and sent it to all the Commissioners. She has gone over this with N. Hubbard, and N. Hubbard removed a few duplications and is O.K. with the job description. B. Johnson asked if the Commissioners had read it and would be willing to sign it. Both W. Shorey and A. Fowler had not had an opportunity to read it.

A. Fowler said that she went in to work with Nicole Hubbard this week, and remarked that former H.R. Director Sue Lapham's notes were excellent. A. Fowler said she noted that N. Hubbard had to take two IT calls while they were working together. A. Fowler said she is concerned that there will be distractions. She recommended that there be set hours for Human Resources work and that it would be easier for employees and department heads to know of those set times. B. Johnson said that she thought that was practical, that N. Hubbard needs to work this out, she has to jump in with both feet, like Sue did, and she felt that this will be worked out and it was best to let her work that out. She has work to do with Finance, as well. B. Johnson said she thought it's a good suggestion but they may need to work this out and that K. Trussell had made a suggestion that would make things easier, so she asked K. Trussell to speak to that.

2. OFFICE SPACE: K. Trussell said she had suggested that to make things easier, since N. Hubbard does work for three offices and has to go across the hall to Finance, it might be better for Finance, HR and IT to all be in the current Commissioners Office space. The County Clerk could be moved into Karen's current space. When asked, B. Arseneau said she would move across the hall to make it work. W. Shorey said he was opposed until there is a vaccine, because he felt that it was

unsafe to put people together. A. Fowler said that she felt that this made sense to have the County Clerk closer to the Commissioners. As soon as distancing restrictions are lifted, then this move could take place.

3. JAIL SOLAR PANEL REPAIR: The Commissioners briefly discussed the solar repair needed at the Jail and the funds that the Risk Pool have agreed to pay.

****B. Johnson moved, A. Fowler seconded to move ahead on repairing the Solar Panels at the Jail. Unanimous.**

3 EXECUTIVE SESSION:

****B. Johnson moved, A. Fowler seconded to go into executive session at 10:13 for discussion of non-public information as permitted by MRSA Title 1§405(6)(f) at 10:13. a.m.**

****A. Fowler moved, B. Johnson seconded to come out of executive session at 10:28 a.m. Unanimous.**

****A. Fowler moved, B. Johnson seconded that any medical claims not covered by Meritain Health between March 1st and June 1st that were done by teleconference will be covered and those employees who have been billed above the normal co-pay will be notified that this has been paid.**

Discussion: B. Johnson explained that the reason for this motion is because some people have been charged more than the usual amount for teleconferencing with their doctors during the COVID-19 restrictions in health care. Meritain Health and the Commissioners are all new to COVID-19 medical situations. Employees have needed to have telemedicine appointments with their physicians. The employees were not wrong in contacting their doctors. The health insurance card lists Telemed as the one that is covered by Meritain Health, but it has not been possible for all employees to use that. The Commissioners hope that by June 1st, some of the doctor's offices will be opening, but if that is not the case, the Commissioners will re-evaluate the situation with teleconference appointments at that time. **Unanimous.**

**** B. Johnson moved, A. Fowler seconded to adjourn the court session at 10:32 a.m. Unanimous.**

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