

*Sagadahoc County Commissioners
Meeting Minutes
May 21, 2021*

A special meeting of the Sagadahoc County Commissioners was held at 1:00 p.m. on Friday, May 21, 2021 via Zoom remote conferencing.

Present: Commissioners Brian Hobart and Carol Grose; Administrator Pamela Hile; DA Natasha Irving; Interim Communications Director Mike Carter; HR Director Sharon Hinckley; Attorney Linda McGill; Incoming Administrator Bill Post.

Absent: Commissioner Charles Crosby III

Vice Chair Hobart called the meeting to order at 1:10 p.m. and established the presence of a quorum.

Upon **motion** by Commissioner Hobart and second by Commissioner Grose, the **Board entered into executive session with Attorney McGill at 1:10 p.m. pursuant to Title 1, Chapter 13, Section 405, 6., A of the M.R.S.A. for the purpose of discussing personnel matters.**

The Commissioners came out of executive session at 1:25 p.m.

BUSINESS ITEMS

1. Authorization to Hire Domestic Violence Investigator

The Administrator referenced a request from the District Attorney for authorization to hire Mr. Marc Brunelle for the position of Domestic Violence Investigator, contingent upon the successful completion of a background check. Mr. Brunelle's anticipated start day is June 7, 2021 and his starting salary will be \$27.50, with a 3% increase upon the conclusion of a six-month probationary period.

Upon **motion** by Commissioner Grose and second by Commissioner Hobart, the Commissioners voted unanimously to **authorize the hiring of Marc Brunelle as the County's Domestic Violence Investigator.**

2. Authorization to Begin DA's Office Supervisor Position Before July 1

The Administrator referenced correspondence from District Attorney Natasha Irving requesting that Shaundra Vanella assume her duties as Office Supervisor immediately. This was originally scheduled to become effective July 1, 2021; however, the additional cost of approximately \$270 for the remainder of the fiscal year can easily be absorbed within the Department's budget.

Upon **motion** by Commissioner Grose and second by Commissioner Hobart, the Commissioners voted unanimously to **authorize Ms. Vanella to assume her duties as Office Supervisor effective May 23, 2021.**

3. Authorization to Hire HR Manager

The Administrator presented the following summary: On Wednesday, May 12, 2021 the incoming Administrator, current Administrator and HR Director interviewed applicants for the position of Human Resources Manager. Although both were well qualified, Mr. Post selected

Amber Jones for the position. Ms. Jones is currently serving as the Town Administrator in Phippsburg, and brings a great deal of previous HR experience in the private sector. We all agreed that she will approach the position with great dedication and that she will make a long-term commitment to the County. It is therefore respectfully requested that the Commissioners authorize the hiring of Amber Jones as the new HR Manager contingent upon the successful completion of a background check. Her starting salary will be \$63,000, with an increase to \$65,000 at the end of her six-month probationary period. (This falls within the range included in the FY 2021-22 budget.) Her start date will be June 14, 2021, which coincides with the incoming Administrator's first day, and the current HR Director will be available until the end of June to assist Ms. Jones with transitional matters.

The incoming Administrator expressed his support for this action.

Upon **motion** by Commissioner Hobart and second by Commissioner Grose, the Commissioners voted unanimously to **authorize the hiring of Amber Jones as the Human Resources Manager.**

4. Authorization to Hire Dispatcher

The Administrator referenced correspondence from interim Communications Director Carter requesting authorization to rehire Mr. Chaz Chastenay to fill one of the vacant dispatch positions. Mr. Chastenay left the center approximately 8 months ago, but finds that his career goals/interests lie in the dispatching field. Because he is already trained and has successfully completed his background check, he will be able to start taking shifts on his June 7th starting date. Taking into account his previous experience as both a dispatcher and supervisor, it is recommended that his pay grade be set at the Year 4 dispatcher's step (\$22.81/hour).

The incoming Administrator expressed his support for this action.

Upon **motion** by Commissioner Hobart and second by Commissioner Grose, the Board voted unanimously to **authorize the hiring of Chaz Chastenay to the position of Dispatcher.**

Upon **motion** by Commissioner Hobart and second by Commissioner Grose, the Board voted by unanimous acclamation to **adjourn at 1:38 p.m.**

Respectfully submitted,

Pamela A. Hile, County Administrator