

***Sagadahoc County Commissioners
Meeting Minutes
April 14, 2015***

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 p.m. on Tuesday, April 14th, 2015 in the Commissioners' Meeting Room of the County Courthouse, 752 High Street, Bath, Maine 04530.

Present: County of Sagadahoc Commissioners: Mr. Charles Crosby, III, Chair, Ms. Carol Grose, Vice Chair, Mr. Max Dawson
Pamela Hile, County Administrator; Joel Merry, Sheriff; Eric Sawyer, EMA Director; Sharon Hinckley, Interim HR Director; Jason Shedlock, Deputy EMA Director

Chair Crosby called the meeting to order at 3:03 p.m. and established the presence of a quorum.

The following consent agenda was submitted for consideration:

- 1. Approval of Minutes for March 10 and March 17, 2015
- 2. Approval of Warrants
- 3. March Financial Statements
- 4. Departmental Reports (Written)
- 5. Upcoming Meeting(s):
 - a.) Regular Meeting at 3:00 p.m. on Tuesday, May 12, 2015
 - b.) Budget Public Hearing with BAC at 6:00 p.m. on Tuesday, April 28, 2015
 - c.) Meeting at 5:00 p.m. on Tuesday, April 28, 2015 IF NEEDED

Upon **MOTION** by Vice Chair Grose and second by Commissioner Dawson, **the consent agenda was unanimously approved with a slight correction to the March 10th meeting minutes to delete duplicative language.**

DEPARTMENT REPORTS (Presentations)

1. Sheriff's Department/Jail Update – Sheriff Joel Merry

Sheriff Merry reported that calls for service decreased when compared with previous numbers, but that the number of stops made by the Sheriff's Department had increased. Commissioner Dawson agreed with Sheriff Merry that rehabilitative programming is important and that incarceration should be the last resort.

Sheriff Merry continued his presentation by discussing the status of the county jail system in Sagadahoc County and throughout Maine. Two Bridges Jail normally has 20 vacant beds at any one time. There is a large amount of uncertainty surrounding the funding of jails throughout the state, and there is a lack of clarity around how the jails will be funded as the new fiscal year starts on July 1st. Legislation aimed at addressing the issue in Augusta has been tabled and a rewrite may be in process. Sheriff Merry thought that transitional funding might be made available to the counties but there are no guarantees. Conversations have begun with Knox and

Waldo counties regarding housing their inmates at Two Bridges Jail. This would be a source of revenue for the jail. It was further noted by the Commissioners and confirmed by Sheriff Merry that Two Bridges is in good structural shape, and the county does not have the burden of exorbitant maintenance costs that other counties with aging facilities face. Discussion surrounding closing pods in the jail in an attempt to save money led the Sheriff to state that the way the jail is designed to serve the numerous classifications of populations, pod closures were not feasible.

Sheriff Merry proceeded with his presentation by stating that Deputy Matt Sharpe was named Sagadahoc S.O. Deputy of the Year and Lisa Gorman was named Sagadahoc S.O. Employee of the Year. The Commissioners and well as Administrator Hile expressed their congratulations to the award winners. Vice Chair Grose stated that she recently interacted with Deputy Sharpe during a traffic stop and praised his professionalism. Sheriff Merry closed his presentation by stating that the medication collection, being coordinated by the Maine Sheriff's Association, will be held on Saturday, April 25th.

BUSINESS ITEMS

1. Introduction of Interim HR Director

Administrator Hile stated she was pleased to introduce Sharon Hinckley as the Interim HR Director. She has been filling in with HR duties until a permanent hire can be made. The Commissioners expressed their thanks to Ms. Hinckley and wished her luck in her new position.

2. Board of Health Proposal

EMA Director Eric Sawyer briefed the Board about the desire of the Sagadahoc County Board of Health to pursue the possibility of a tobacco-free policy for county property. Director Sawyer said that in the absence of a Deputy to the Administrator assigned to work on Health and Wellness issues, he would coordinate with the Board of Health to research the options available and present the Commissioners with a policy proposal. The Commissioners expressed unanimous support. Questions were raised about how the Courts would interact with such a policy as well as the viability of including e-cigarettes. Director Sawyer stated that those two issues and well as other issues addressed by jurisdictions with tobacco-free policies would be included in the proposal.

3. Acceptance of Grant Funds

EMA Director Sawyer referred to the Commissioners' meeting packet, which included a detailed breakdown of how Supplemental Homeland Security Grant Funding from FEMA would be spent throughout the county. Vice Chair Grose voiced her appreciation of how each project was outlined clearly for review. Director Sawyer stated that the expenditure of funds were for a mix of law enforcement and emergency management projects.

Upon **MOTION** by Commissioner Dawson and second by Vice Chair Grose, **the Board approved the acceptance of the Supplemental Homeland Security Grant Funding.**

4. RFP for EMA Vehicle

Director Sawyer stated that he has secured grant funding for a replacement EMA vehicle, as the current one is aging and inefficient. He stated that towing capacity, all- or 4-wheel-drive and increased gas mileage over the current vehicle were all pre-requisites for the bid.

Upon **MOTION** by Chair Crosby and second by Vice Chair Grose, **the Board authorized the commencement of the bidding process for a replacement EMA vehicle.**

5. Personnel Manual Amendment

Administrator Hile presented amendments to the County Personnel Manual that reflected changes that will allow part-time employees to utilize the County's YMCA transferable passes. Also included was the amendment that formalized the previously-approved policy change making non-union personnel eligible for three weeks of vacation at the end of year five.

Upon **MOTION** by Commissioner Dawson and second by Vice Chair Grose, **the Board approved the acceptance of the presented Personnel Policy amendments.**

6. Preliminary BAC Recommendations/Salaries for Part-Time Elected Officials

Administrator Hile referred to the Commissioners' meeting packet that included a detailed breakdown of the Budget Advisory Committee (BAC) recommendations related to the salaries for part-time elected officials. Prominently at issue was the salary of the Judge of Probate. Chair Crosby stated that he was not inclined to give a Cost of Living Adjustment (COLA) to certain elected officials and not others, as recommended by the BAC. Commissioner Dawson and Vice Chair agreed, stating that if the Commissioners were going to vote to provide a COLA for part-time elected officials, it would pertain to all or none. An additional recommendation by the BOC to provide the Judge of Probate with a one-time stipend was rejected by Chair Crosby, as he noted that the Judge of Probate received additional benefits that, when assigned a dollar amount, increases his salary significantly. Vice Chair Grose and Commissioner Dawson agreed. Commissioner Dawson reiterated the need for a comprehensive salary study, rather than addressing issues of compensation in a piecemeal fashion. Administrator Hile agreed, and stated that she would explore such a study with the commissioners' approval. The Board unanimously agreed.

Upon **MOTION** by Chair Crosby and second by Commissioner Dawson, **the Board approved a Cost of Living Adjustment for all part-time elected officials in the FY 2016 budget.**

7. County Administrator's Report

The County Administrator's Report is attached. Administrator Hile also noted that Communications Center Director Brodie Hinckley was selected as the Communications Center Director of the Year by his peers across the state. The Board expressed their congratulations to Director Hinckley. Administrator Hile continued to report that the rolling out of the new Health Insurance Plan was ongoing and there have been a number of challenges that the staff is working through during the transition.

COMMISSIONERS COMMENTS/ANNOUNCEMENTS

Chair Crosby reported on his recent trip to Washington, DC to attend a Workforce Investment meeting. He stated that the federal government is asking local workforce investment programs to track more data and do more with less funding. As a Workforce Investment Area, it's critical to serve all customers and the federal funding must be supplemented by state funds. He reported on the fact that the Cumberland County Jail is applying for a \$500,000 grant to serve inmates and help them obtain job skills to reduce the possibility of recidivism once released. Information on whether they will receive the award will be made available in June.

EXECUTIVE SESSION(S)

Upon **MOTION** by Commissioner Dawson and second by Vice Chair Grose, **the Board voted unanimously to enter into an executive session at 4:50 p.m. pursuant to Title 1, Chapter 13, Section 405, 6., D. of the M.R.S.A. for the purpose of discussing labor negotiations and 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 left executive session at 4:48 p.m.

Upon **MOTION** by Commissioner Dawson and second by Vice Chair Grose, **the Board voted by unanimous acclamation to adjourn at 4:48 p.m.**

Respectfully submitted,

Jason J. Shedlock
Deputy Director, Emergency Management Agency

April 14, 2015