

WALDO COUNTY COMMISSIONERS COURT SESSION
July 18, 2024

PRESENT: Commissioners Betty Johnson (Chairman), Amy Fowler and William Shorey. Office Assistant Susan Prisco was present to take the minutes.

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

FINANCIAL REPORT:

Finance Director Kari Hunt presented the following report:

The auditors will return July 22, 2024 and/or July 24, 2024. Additional payroll documents are needed. 2021 is complete and 2022 is in progress. 2023 bank statements must be done because in accounts were transferred in the banks. \$22,500.00 has been spent in auditor's fees so far.

K. Hunt mailed questionnaires to eight organizations that requested funds from the County budget last year; four have been received by the July 11, 2024 deadline. Another organization had not received funds before, was not on the list of organizations requesting funds, didn't receive a questionnaire and came to the Budget Committee meeting to request funds. Commissioner Fowler stated that in the future the County will not automatically send out questionnaires but will send them to organizations requesting funds. The four organizations who didn't return the questionnaires will not be included in the budget requests.

Budget templates were sent to the Department Heads to prepare and submit by July 31, 2024. Along with the finance budget, K. Hunt offered to prepare the Commissioners budget for review next week. She contacted M. Ulmer at the Maine County Commissioners Association about the Risk Pool increase. She has contacted a few companies who stated there would be an increase of at least 15%.

The Town of Waldo has a vacancy on the Budget Committee, as Thomas Wagner is not serving. A. Fowler suggested K. Hunt contact Waldo Selectman Kathy Littlefield to see if another board member is interested.

K. Hunt has requested the bank stop accruing interest on the account holding grant funds received by the Comm. Center. The COP's grant staff accountant stated the County needs to pay back the balance of \$2,200.00 which will be reported as income received, then deducted from the grant.

A. Fowler inquired about the health insurance status. The current balance is \$ 438,576.06, which is good, and K. Hunt is waiting for the breakdown to transfer funds. The County has borrowed \$3,833,574.14 from the T.A.N. A. Fowler noted that after borrowing \$319,464.00 per month from T.A.N., it is still under budget. The Town of Knox has already paid its property taxes. K. Hunt expressed concerned because some towns have inquired about the interest rate charged by the County if taxes are not paid by the deadline of November 30, 2024. The rate charged will be 8.5%. W. Shorey asked about the balance of the Community Corrections Account (CCA) funds and was told that it is \$475,998.66. K. Hunt provided CCA fund expenses and revenue, the Reserve accounts, and Appropriation reports to the Commissioners.

The General Fund balance is \$324,705.69.
The Jail General Fund balance is \$47,412.51.

The overall County budget is 53% expended and could be at 58%. The overall Jail budget is 50% expended and could be at 58%. B. Johnson inquired if expenditures would increase suddenly, and K. Hunt said she didn't know.

****B. Johnson moved, A. Fowler seconded to accept the finance report. Unanimous.**

County General Fund Accounts Payable:	\$111,361.42
County Payroll:	\$202,730.16
Total:	\$314,091.58

Jail Accounts Payable:	\$ 88,459.82
Jail Payroll:	\$ 49,069.62
Total:	\$137,529.44

WARRANTS:

****W. Shorey moved, A. Fowler seconded to authorize payment of the July 18, 2024 General Fund Accounts Payable warrant in the amount of \$111,361.42 including the July 18, 2024 payroll in the amount of \$202,730.16, for a total of \$ 314,091.58. Unanimous.**

****W. Shorey moved, A. Fowler seconded to authorize payment of the July 18 , 2024 Reentry Accounts Payable warrant in the amount of \$ 88,459.82 including the July 18, 2024 payroll in the amount of \$ 49,069.62, for a total of \$ 137,529.44. Unanimous.**

HUMAN RESOURCE:

HR Director Annette McLaggan reported the following:

1. She provided the Commissioners with the July Health Packet and the weekly check registers for July 2, 2024, July 9, 2024, and July 16, 2024.
2. The Maine Paid Family Medical Leave Act cost to the County will be 1% of the payroll. A. McLaggan asked the Commissioners if the 1% will be split with employees. It needs to be discussed at the on-going union negotiations. The Commissioners all agreed that the 1% cost should be split 50/50 between the employer and the employee. The collective bargaining part of the benefit package will have to be decided during negotiations regarding if the 1% will be split, per the County's legal counsel. W. Shorey suggested splitting it 50/50 to pay the \$88,000.00 cost. This amount will vary depending on the amount of the payroll.

****W. Shorey moved, A. Fowler seconded to split the cost of the 1% Medical Leave Act between the employer and the employee. Unanimous.**

3. A. McLaggan asked if the Treasurer's position should receive the 3% COLA as it is a stipend position. Commissioner Johnson asked H.R. Director Annette McLaggan to remove the Treasurer's position from the pay scale and create a separate one as stipend positions are not COLA eligible.

****A. Fowler moved, W. Shorey seconded for no increased COLA for stipends. Unanimous.**

4. The starting salary for the elected full-time positions were updated to include the 4% COLA.

5. Also updated was the part-time pay scale to include the Garden Manager, IT Technician position, Office Assistant, Civil Deputy, and Part-time Deeds Clerk with the 4% COLA added.
6. Employee (#275) has returned to full-time work after being out on administrative leave. Noted by the Commissioners.
7. One employee still out on administrative leave at the Re-Entry Correctional Center. The Internal Investigation appointment with the union was cancelled at the last minute by the union representative. A. Fowler voiced her displeasure, stating it is not fair to other employees because this employee has been out on paid leave since January of 2024. It was unknown if a new date was set.
8. There are 11 Residents and 3 people held in the 72-hour hold at the Reentry Center.
9. There are two recruits for Corrections Officers positions. One is at the polygraph scheduling step, and one is in the background phase. Both are certified.
10. There is one vacant Victim Witness Advocate full-time position. Recruitment and acceptance of applications have been closed. The department head has the resumes' and is in the process of scheduling interview, which should take place within the next week or two. Noted by Commissioners.
11. Facilities Custodian Dartagnan Gray is due for a salary adjustment as of November 1, 2023. The retroactive and salary adjustment has been processed accordingly. Noted by Commissioners.
12. District Attorney's Office Secretary Amber Reynolds, who works 32 hours per week, has reached a pay step increase to \$24.56 effective January 1, 24. Date of hire was January 1, 2022. Both A. Reynolds and Victim Witness Advocate Megan Duval have been taking training to keep certifications up to date. Noted by Commissioners.
13. Detective Jason Bosco has a contract with the State of Maine Police Computer Crimes Unit. His State pay scale will increase from \$38.06 to \$40.77 per hour effective July 8, 2024. His date of hire was November 18, 2021. Noted by Commissioners.
13. Sheriff's employee Walter Corey, who works at the Maine Drug Enforcement Agency, will receive pay increase from \$36.76 to \$43.91 per hour effective July 1, 2024. His date of hire was June 16, 2022. Noted by Commissioners.
14. Commissioner Johnson has been involved with updating department head job descriptions. The Deputy Registrar, Part-time Deeds Clerk and Full-time Deeds Clerk have been updated, with limited changes.
****W. Shorey moved, A. Fowler seconded to sign the job descriptions for the Registry of Deeds positions. Unanimous.**
15. Register of Probate Sharon Peavey's job description has not changed. The County Commissioners will sign and approve the job description.

16. A. McLaggan has updated the pay scale for all the part-time positions. She researched the civil deputy part-time position and added the Garden Manager to the pay scale. The IT Technician position has been updated to reflect its current state.
17. Deputy Lucas Babcock reached the one-year pay step on July 3, 2024 with a pay increase from \$28.88 per hour to \$30.04. Date of hire is July 3, 2023. Noted by Commissioners.
18. Corrections Corporal Beau Seekins is due a pay increase effective July 7, 2024 from \$27.92 per hour to \$28.76. Date of hire is July 7, 2021.
19. Sheriff's Secretary Michelle Hooper is due a 16-year pay increase from \$26.02 to \$26.52 per hour effective July 11, 2024. The date of hire was July 11, 2016. Noted by Commissioners.
20. Probate , Administrative Cari Emrich is due a 16-year pay step increase from \$26.02 to \$26.52 per hour effective July 28, 2024. Date of hire was July 28, 2008. Noted by Commissioners.
21. Dispatcher Holden Doyon will reach the 8-year pay step increase from \$24.44 to \$25.49 per hr. effective July 11, 2024. Date of hire is July 11, 2016. Noted by Commissioners.

CORRESPONDENCE:

Office Assistant Susan Prisco reported that there was no correspondence to present.

APPROVAL OF MINUTES:

S. Prisco requested that the Commissioners approve the minutes from the June 20, 2024 Waldo County Commissioners Court Session as presented.

****A. Fowler moved, W. Shorey seconded to approve the minutes from the June 20, 2024 Waldo County Commissioners Court Sessions as presented. Unanimous.**

MISCELLANEOUS BUSINESS:

None.

PUBLIC COMMENT:

Jon Beal, Gregory Biddinger and Bernie Baker were present representing the Waldo County Climate Action Coalition, with Brenda Harrington as the point of contact. The Coalition's goal is to bring together organizations in Waldo County, resource County work with Waldo County municipalities, and share resources. Information was submitted to the Commissioners. The Coalition's first project is to be part of a Federal Grant of \$10 million to assist low-income individuals living in single-wide home to convert from fossil fuel heat to heat pumps. The coalition has spoken with about half of the 26 Waldo County municipalities. Efficiency Maine holds the funds and has stipulated that this is for single-wide homes. The program was intended to start July 1, 2024 but will be late summer/early fall. The Coalition plans to help determine how many single-wide homes are in each town, and A. Fowler directed Office Assistant Susan Prisco to provide the Coalition all the towns' contact information.

EXECUTIVE SESSION

****A. Fowler moved, W. Shorey seconded to go into executive session at 10:15 a.m. for discussion of non-public information as permitted by M RSA Title 1§405(6)(F). Unanimous.**

****A. Fowler moved, W. Shorey seconded to come out of executive session at 10:20 a.m. Unanimous. No action was taken.**

EXECUTIVE SESSION

****A. Fowler moved, W. Shorey seconded to go into executive session at 10:22 a.m. for discussion of confidential information as permitted by MRSA Title 1§405(6)(F). Unanimous.**

****A. Fowler moved, W. Shorey seconded to come out of executive session at 10:42 a.m. Unanimous. No action was taken.**

EXECUTIVE SESSION

****A. Fowler moved, W. Shorey seconded to go into executive session at 10:45 a.m. for discussion of a personnel matter as permitted by MRSA Title 1§405(6)(A). Unanimous.**

****W. Shorey moved, A. Fowler seconded to come out of executive session at 11:00 a.m. Unanimous.**

Action taken: The Commissioners directed Register of Probate Sharon Peavey to increase the Judge of Probate's pay for the 2025 Budget to \$40,000.00.

EXECUTIVE SESSION

****A. Fowler moved, W. Shorey seconded to go into executive session at 11:05 a.m. for discussion of non-public information as permitted by MRSA Title 1 §405 (6) (F). Unanimous.**

****A. Fowler moved, W. Shorey seconded to come out of executive session at 11:25 a.m. Unanimous. No action was taken.**

EXECUTIVE SESSION

****A. Fowler moved, W. Shorey seconded to go into executive session at 11:26 a.m. for discussion of non-public information as permitted by MRSA Title 1§405(6)(F). Unanimous.**

****A. Fowler moved, W. Shorey seconded to come out of executive session at 11:45 a.m. Unanimous.**


****A. Fowler moved, W. Shorey seconded to put the Office Assistant Position back into Commissioners Office and continue the plan and duties the Office Assistant was hired for. Unanimous.**

EXECUTIVE SESSION

****A. Fowler moved, W. Shorey seconded to go into executive session at 11:50 a.m. for discussion of non-public information as permitted by MRSA Title 1§405 (6) (F). Unanimous.**

****A. Fowler moved, W. Shorey seconded to come out of executive session at 12:30 p.m. Unanimous. No action taken.**

****W. Shorey moved, B. Johnson seconded to adjourn. Unanimous.**

Respectfully submitted by  Office Assistant
Susan Prisco