

**WALDO COUNTY COMMISSIONERS COURT SESSION
MAY 4, 2023**

PRESENT: Commissioners William D. Shorey (Chairman), Amy R. Fowler, and Betty I. Johnson. Also present was County Clerk Barbara Arseneau to take minutes.

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

FINANCIAL REPORT

Human Resources Director Annette McLaggan filled in to report the following financials during the most recent vacancy in the Finance Director position. She reported the following:

Warrant for payroll 4/27/23 County General Fund	\$174,932.74
Warrant for MCRRC payroll 4/27/23	\$ 59,524.71
Total payroll paid out for 4/27/23	\$234,457.45
Payables:	
County Checks	\$ 66,003.22
Jail Checks	\$ 6,096.64

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

WARRANTS

**** B.Johnson moved, A.Fowler seconded to authorize payment of the May 4, 2023 General Fund Accounts Payable and Reserve warrant in the amount of \$ 66,003.22. Unanimous.**

****B.Johnson moved, A. Fowler seconded to authorize payment of the May 4 , 2023 MCRRC (Corrections) Accounts Payable and Reserve warrant in the amount of \$ 6096.64. Unanimous.**

HUMAN RESOURCES REPORT

HR Director Annette McLaggan reported the following:

New Finance Director Stephanie Cross starts Monday, May 8, 2023. Commissioners Amy Fowler and Betty Johnson have been helping with Finance Department.

Annette attended MMA Training on May 3, 2023 presented by Bernstein Shur on Personnel Practices. The training was very informative, reassuring for past and current practices that she has been aware of, etc. Another presentation specific to counties is scheduled for the end of June, in Bangor on diversity, equity and inclusion.

Annette will attend the HR Convention next week, in Rockland. She is receiving funds from the Maine Community College Grant (aka "Alfond") funds. There are a lot of steps to complete for reimbursement.. Commissioner Fowler asked for a total. The HR Convention is \$845.00. Of the 50% that will be reimbursed, 80% has already been reimbursed. Once attended and proof presented, there are other steps to receive the remaining 20% re-imbusement. She has also received the first reimbursement on behalf of the Summit 2023 training that IT Manager J-sun Bailey and Comm. Center Director Michael Larrivee have attended. She has also received a portion for the training that four employees from the Sheriff's Department will be attending, three classes this month. She estimates \$2,200.00 has been reimbursed, so far. It will help employees advance in their career.

INFORMATION TECHNOLOGY

Present was IT Director J-sun Bailey who reported the following:

He attended the Motorola/Spillman Conference and learned some interesting and also stressful things that are coming up. A new law has passed and is going into effect tentatively on July 1, 2023 that requires Law enforcement agencies to begin collecting demographic information about traffic stops. He was asking other agencies how they would be handling that. The responses from the other agencies in Maine that utilize Spillman were that they would be using Spillman software called Mobile which allows the information to be entered into the vehicle. The County does not currently have Mobile. The quote for all the County's agencies would be about \$90,000.00, total, for 5 years. He has it broken down by agencies. The other option he and the Communications Center Director had was to put the information in a notepad, and then fill out their report when they get back to the station; or, relay it to the dispatchers by radio. Need to figure out how this will work out and what the workflow will be. He's heard that there is some pushback to extend the start date to July 2024. Other agencies have no way of recording it so they need more time to do this. Some Maine Law Enforcement agencies use IMC but it has no way to really record this information. He has not had time to research this but thinks there may need to be a 3rd party solution in that it is kept separate and then reported to the State. A. Fowler said she didn't know how this would work when an officer labels someone in a certain manner that they don't identify with. IT Manager J. Bailey said it was his understanding that it is based on the officer's perception. The Commissioners expressed grave concerns over this state mandate. There appears to be no funding mechanism for this mandate, other than to hire someone to analyze and compile it at the State level. He read the purpose that he found on the Maine.gov website. He does not know what their requirements are. In reading the bill, the wording comes down to racial profiling on traffic stops. He will keep the Commissioners informed as he learns more about the bill. J-sun will send the Commissioners a link to the State of Maine website. It is a state mandate. The Commissioners felt that this would open officers and the County to many issues. J. Bailey said he will research Mobile software and what it will do for the County. He recognized it was a sales pitch at the Motorola Conference. It will standardize reports, accept dictated reports, and the report will all be done so that it is ready by the time the intake process occurs. This is how it was presented. He wants to verify the process with the Sheriff's Office as they do this process. The commissioners agreed for a free in-person demo by Motorola of this software. New procedures for Criminal Justice Information Systems from the FBI are coming down for security requirements, logins, etc. These procedures are coming out in October and have not been put into law yet. J-sun has been working on sample contracts for PSAP agreements and Spillman agreements that they use with towns so he can draw up some for Waldo County.

The email address and login are all set up for the new Finance Director when she starts on Monday. J. Bailey has been setting up zoom sessions for DA for interviews. The new phone lines for the EMA building will be put in next Wednesday, in Swanville. The lines will be all ready to go. He is still waiting to hear about the internet connection with Consolidated Communications. J-sun has moved the badge printer to the HR office for Annette. Just waiting to get the laptop set up so she can get that going. IT Director Bailey is working on training with Ray Monreal. In Probate Court he is working on their recording software which is called "For the Record". He will be working on an update to the software tomorrow as they have had issues with it. It will be a big upgrade and require training. J. Bailey has been working with new Facilities Manager Chris Bryant and getting his new office set up. Chris will have access to former Facilities Manager Keith Nealley's information. J-sun has also been

getting the new cruisers all set up as they come in. He has also been setting up the new Communications Center employees.

FACILITIES REPORT

Facilities Manager Christopher Bryant reported the following:

His first week on the job has been going well. Former Facilities Manager Keith Nealley has trained Chris on the computer, showing him how the files and data work in tracking the finances for the department. Chris understands more about that and is learning to code the invoices. Nealley was very organized and had a good filing system.

C. Bryant has signed up for four classes this year through the Department of Labor, at no cost. Keith Nealley recommended some of the classes which Chris will try to do once a month. He will attend the following classes, in Augusta: May 18th, Public Sector Compliance Class; June 15th, Developing & Conducting Assessments, Audits and Inspections; Sept. 11th, Work Zone Safety; and Dec. 7th & 8th, a 10-hour General Industry Standards Training (building standards, electrical) which will help with understanding the County's buildings. There were no available classes in July or August.

Projects this week include: The Thayer company has been working on the air-exchange at the Jail putting in a new starter and wiring. Chris will go and test it today. The new doors for the Jail are coming in next month. There will be a new separation of day rooms from the Re-Entry Center for people who are not residents. The PA system at the jail is being looked at and options will be sent to review.

Commissioner Shorey said he has an important project for Facilities Manager Bryant. The City of Belfast is interested in the Old Superior Court Building. The City would like a tour of the building in the next week or two. W. Shorey would like Chris to take them on a tour and show them the building, highlighting the positive aspects of this beautiful, historic building. Commissioner Shorey asked Chris to point out the recent work that has been done to the building. County Clerk Barbara Arseneau will coordinate setting up this tour of the building between C. Bryant, the City Manager of Belfast and Thomas Kittredge.

CORRESPONDENCE

County Clerk Barbara Arseneau reported correspondence as follows:

B. Arseneau has printed out a form to be completed by organizations that are requesting funding from the County and be placed. She suggested that the requests from these organizations get finalized as budget season is approaching.

A.Fowler moved, B.Johnson seconded that the Commissioners adopt this created document to be given out when someone contacts the office to request funding from the County (form not to be placed on the County's website). Unanimous.

Commissioner Johnson suggested that the procedure of requesting funds be explained on the County website.

B. Arseneau inquired from the Commissioners what type of policy would they like to be in place for people who call requesting permission to fish or hunt on County property at the Garden area.

Commissioner Shorey stated that he does not want a policy put in place. W. Shorey said to advise the

individual to contact Dale Cross who will give them permission, or not, to hunt on that day. Dale Cross has been in charge of the hunting. Discussion was made are to the pros and cons of allowing people to park on the property. The Commissioners will come up with a definite sign directing individuals where to park to go fishing/kayaking. In the meantime, anyone who calls requesting to go hunting will be told to contact Dale Cross.

The County still has funds left over from the Brownsfield Grant regarding the old jail. An arrangement with the Secretary of State was that the County did not have to report for five years on the Congress Street Hill Property & Condominiums; that five years will end in December 2023. Names on the Board are out-of-date. Part of the property was sold to Michael Hurley. Mr. Hurley contacted B. Arseneau and left a message earlier in the year. He stated he would like to discuss dissolving the condominium arrangement. This arrangement was meant to be temporary for the purpose of selling the property. To sell this property may require legal counsel. Something needs to be done with the funds remaining. The amount of funds remaining is \$2,915.56. Commissioner Fowler suggested that B. Arseneau contact a lawyer to see if the County should keep the property, sell it or why do we need it. The funds could be used to pay the lawyer to see what action should be taken. B. Arseneau advised the Commissioners that Andy Hamilton from Eaton Peabody has been used in the past. He was the attorney that originally set the property up.

APPROVAL OF MINUTES

****B. Johnson moved, A. Fowler seconded to approve the minutes from the April 6, 2023 and April 20, 2023 Commissioners Court Sessions. Unanimous.**

Discussion by B. Arseneau was made on how to cancel the old credit cards issued by Bank of America to County employees, which has been difficult. Each credit card must be cancelled by the individual employee whose social security number is associated with the card. Also, discussion was made by Commissioners on delayed credit card statements resulting in late payments and how to resolve same.

PUBLIC COMMENT

None.

MISCELLANEOUS BUSINESS

W. Shorey said that he has heard the Sheriff's thoughts that he needs the deputized officers to oversee and work at the County Garden. W. Shorey said perhaps it will be time next year to hire someone to run the Garden and pay them from the CCA funds. The Commissioners will consider the possibility of eventually creating a Garden Manager position who would be paid a salary from the Community Corrections Act Funds. There should be an overseer hired for the County Garden. There was brief discussion of one of the employees being on leave unexpectedly. It was unintentionally not communicated to Commissioner Shorey. This has brought to mind the need for someone to be assigned to this position. It was also briefly discussed that there will still need to be coordination with the Sheriff's Office for Reentry residents to be scheduled to do this work in the Garden.

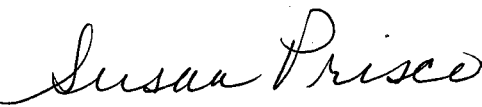
****B. Johnson moved, A. Fowler seconded to direct Commissioner to research creating a position and hiring a Garden Manager, to be paid from Community Corrections Act funds, and to report back at a later date. Unanimous.**

B. Arseneau will send out an email to all employees that currently have a Bank of America county credit card instructing them to cancel their cards immediately and what is required to do so.

A. Fowler mentioned that there are a couple employees visible to the public. She felt that it would be important to have some sort of clothing such as shirts or jackets with the County Logo on them. It will be paid from the Commissioners Professional Services line. A. Fowler suggested that Chris Bryant and Ray Monreal be furnished articles of clothing displaying the County logo.

****B. Johnson moved, A. Fowler seconded to direct A. Fowler to research clothing with logos for certain employees who are visible to the public. Unanimous.**

****B. Johnson moved, A. Fowler seconded to adjourn at 10:33 a.m. Unanimous.**

Respectfully submitted by  Office Assistant
Susan Prisco

**** For more details, please view the video.**