



Sagadahoc County Commissioners Meeting Minutes

June 14, 2016

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 p.m. on Tuesday, June 14, 2016 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. Lawrence Dawson. Pamela Hile, County Administrator; Sheriff Joel Merry; Brett Strout, Chief Deputy; Eric Sawyer, EMA Director; Sharon Hinckley, Human Resources Director; Mary Kay Blatz, Asst. to the Administrator

Guests: Malcolm Ulmer, Meritain Health Representative

I. Chair Crosby called the meeting to order and established the presence of a quorum at 3:00 p.m.

II. PUBLIC COMMENTS

1. Meritain Health Annual Summary – Malcolm Ulmer

Mr. Ulmer presented a written review of the Health Plan summarizing the first year of self-insured funding. Overall average saving was approximately \$150,000. The rate increase was kept to a minimum at 3% (compared to MMEHT at 6.25 %.) Long term goals are to continue to stabilize contribution rates and continued improvement in service.

III. CONSENT AGENDA

Approval of Minutes for May 10 and June 10, 2016

Approval of Warrants

Financial Statement(s)

Departmental Reports (Written)

Upcoming Meeting(s):

a.) Regular Meeting at 3:00 p.m. on Tuesday, July ~~12~~ 14, 2015

b.) Meeting at 5:00 p.m. on Tuesday, July ~~28~~ 26, 2015 IF NEEDED

Upon **MOTION** by Vice Chair Grose and second by Chairman Crosby, **the minutes from the May 10th meeting were approved as presented, Commissioner Dawson abstained.**

Upon **MOTION** by Chairman Crosby and second by Commissioner Dawson, **the balance of the consent agenda was unanimously approved, with a correction to the upcoming meeting dates.**

IV. DEPARTMENT REPORTS

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

Sheriff Merry reports that currently there are 17 sentenced and 21 pre-sentenced inmates at Two Bridges. There are also two individuals on electronic monitoring, one individual with an alcohol bracelet, and three others with graduated sanctions, working with the Recovery Coach and Transport Officers. The Jail Authority meeting is scheduled for Wednesday 6/15. TBRJ recently signed an 18 month contract with Waldo

County but it looks unlikely that they will contract with Knox County before the end of the year.

Sheriff Merry reports that the Sheriff's Department, in conjunction with Maine General, is one of four counties in Maine participating in a grant-funded Rural Opioid Reduction Program, with officers carrying Naloxone. The requirement for the program is that the Department implements a Naloxone policy that includes training for officers, and that officers carry the antidote. Initial training was provided by Atlantic Partners EMS. After the initial grant, there will be no additional cost, as Maine General has agreed to purchase the kits in bulk and supply the Department, and the Department can provide in-house training to new officers. There is no liability to officers as this is a protection under Good Samaritan laws.

Sheriff Merry requests that Commissioners accept forfeited assets in the amount of \$2095.83 and allocate these monies to the asset forfeiture account (a.k.a. K-9 account.)

Upon **MOTION** by Vice-chair Grose and second by Commissioner Dawson, **the Commissioners unanimously approved the allocation of forfeited assets in the amount of \$2095.83 to be placed into the asset forfeiture account.**

Sheriff Merry, in absence of Communication Director Brodie presented for consideration a proposal to purchase the National Incident Based Reporting System (NIBRS) software module from Spillman at a discounted cost. Spillman is offering the module at a 20% discount for early purchase (\$22,000 → \$17,600, commitment required by 6/30/16.) There is a \$2,032 annual maintenance fee that would be waived the first year. Spillman is also offering deferred billing over 2 years. NIBERS is an upgrade over the UCR system that has been in effect since the 1930's producing more detailed and more automated reporting, and has been in use since the late 1980's. Maine State Police and many counties and municipalities are currently using NIBRS. Participation will be mandatory as of 01/01/20121. Chair Crosby expressed concern that the County would be spending money that is not a necessary expenditure at this time and that the maintenance fee would offset the discount. He also noted uncertainty as to whether or not the price for the module increase or decrease in the next few years. Dispatch Supervisor Tammy Shiers addressed some additional questions, noting that one of the benefits of purchasing now would include the ability to share training costs with other municipalities. She also advised that it was unknown if the price would change in the future, but Spillman has offered split billing in the past and might be open to that option. Commissioner Dawson requested that Administrator Hile follow up with Directory Hinckley for clarification on future pricing and discounts and extending the payments. If additional information becomes available, prior to June 30th, the Commissioners will entertain a special meeting.

V. Business Items

1. Sheriff Merry has requested **authorization to begin the hiring process** to fill the vacancy created by the departure of Lt. Scott Stuart earlier this spring. It is anticipated that the process will take six to eight weeks to complete, which means it unlikely that a candidate will be presented for the Commissioners' approval prior to the August Board meeting.

Upon **MOTION** by Commissioner Dawson and second by Chairman Crosby, **the Commissioners unanimously authorized that Sheriff Merry begin the process of the hiring of Lieutenant to fill the current vacancy.**

2. Sheriff Merry and Administrator Hile updated the Commissioners to the status of the **County Animal Control Officer initiative**. A contract has been drafted in which the County would enter into an agreement with each municipality wanting to participate in services. These would be contracts for a specific service at a specific price, and not something for which we would have to raise money through our tax levy. Calls would come to the 9-1-1 Dispatch center and the ACO (a county employee) would respond within 2-24 hours, depending on the emergent nature of the situation. This position would be paid on a stipend basis. If the nature of the business were to support more than a 20-hour work week, an additional ACO would be recruited. This is completely dependent on DOL Fair Labor Standards in regards to stipends, and no contracts will be entered into between the County and any municipality until the position is filled. A tentative budget and contract structure has been formulated, as well as a job description for the ACO. Administrator Hile respectfully requests authorization to move forward with starting the hiring process for a part-time ACO, following a favorable response to the concern over the DOL guidelines, which will be essential before any contracts are signed.

Upon **MOTION** by Commissioner Dawson and second by Chairman Crosby, **the Commissioners authorized the hiring of an ACO pending favorable response to the question of payment for services. Vice-chair Grose voted against the motion.**

3. Administrator Hile respectfully requested that the Commissioners commence **contracting with RKO** for auditing services for the fiscal year ending June 30, 2016 with a maximum cost not to exceed \$15,000, which remains unchanged from the previous year.

Upon **MOTION** by Commissioner Dawson and second by Vice-chair Grose, **the Commissioners unanimously authorized entering into a contract with RKO for auditing services for review of the 2016 fiscal year.**

4. Human Resources Director Sharon Hinckley informed the Commissioners that our current **contract with Unum for the provision of short-term disability (STD)** will expire on July 1, 2016. The current plan is outdated and UNUM is pushing to restructure the plan. With the assistance of an insurance broker (at no cost to the County), we obtained quotes from numerous providers. Currently, the County pays approximately \$11,380 annually for a plan that covers up to \$300/week, kicking in after thirty days and not allowing any partial benefits. HR Director Hinckley took this opportunity to solicit alternative providers and programs to ensure that the County is getting the best value and coverage for our employees. All proposals bring a significant cost-savings to the County; however, after discussing the plan information provided, and in consideration of our long-term relationship with UNUM, Commissioner Dawson recommended continuing coverage with UNUM and working to negotiate a contract that would provide the optional buy-up coverage at a similar rate to the Standard Insurance proposal.

Upon **MOTION** by Commissioner Dawson and second by Chairman Crosby, **the Commissioners unanimously authorized Director Hinckley to move forward with the negotiation and execution of a contract with UNUM with an option for employees to purchase additional out-of-pocket coverage.**

5. Administrator Hile respectfully requested, on behalf of the Board of Health, that the Commissioners **reappoint Dr. Nia Foderingham as the Private Industry Representative to the County Board of Health** for an additional 3-year term.

Upon **MOTION** by Commissioner Dawson and second by Vice-chair Grose, **the Commissioners unanimously reappointed Dr. Foderingham to a 3-year term to the Board of Health.**

6. Administrator Hile presented **Resolution No. 2016-17, to adopt the proposed budget for FY 2016-17**; appropriating the money to fund said budget; setting forth the tax levy for each of the communities; setting the amount of the unassigned fund balance to be used to offset the tax levy; designating those funds to be carried forward from the FY 2015-16 budget; and appropriating various reserve funds for use as needed during the upcoming fiscal year.

Upon **motion** by Vice-chair Grose and second by Commissioner Dawson, the Board **unanimously accepted Resolution No. 2016-17; the adoption of the proposed FY 2016-17 County Budget.**

7. Administrator Hile respectfully requested that the Commissioners take into consideration the proposed **agreement between the County and the Mid Coast Economic Development District (MCEDD, formerly MCOG)** to provide services for the County's Office of Economic and Community Development. Specifically, this contract provides for the provision of services to all County localities during the period of July 1, 2016 through June 30, 2017 and sets forth the scope of services to be provided; the amount of compensation (reduced from the current year); reporting requirements; and various related items.

Upon **motion** by Vice-chair Grose and second by Commissioner Dawson, the Commissioners **unanimously approved the proposed agreement between Sagadahoc County and MCEDD for the period of July 1, 2016 through June 30, 2017.**

8. Administrator Hile presented for the Commissioners' consideration that, as the **Maine County Commissioners Association (MCCA) historically rotates the location of its annual conference** between Counties, and while Sagadahoc County does not have an optimal venue or sufficient staffing to fully host this event, Sagadahoc County could partner with Androscoggin County to co-host the conference, either 2017 or 2018. We can lend support without assuming the entire burden of the event, several staff members would be available to assist with the planning. Chair Crosby expressed concern that he did not feel comfortable hosting this event unless the Commissioners were committed to full participation, and that Androscoggin County representatives, as a larger group, might drive the format and agenda.

Upon **motion** by Chair Crosby to **decline this event**, a second to the motion was not forthcoming, and the **proposal to co-host the MCCA Conference was tabled, and therefore declined.**

9. Committee Assignments

Commissioner Dawson has expressed his need to step away from various functions due to extreme constraints on his time. It is requested that the Commissioners determine how and or if they wish to reassign the following:

- a.) **Jail Authority** – The County currently has six regular and three alternate members. Commissioner Dawson is a regular member. Chair Crosby is able and has agreed to assume this role.

Upon **motion** by Vice-chair Grose and second by Commissioner Dawson, the Commissioners **unanimously approved Chair Crosby to fill the vacancy created by the resignation of Commissioner Dawson from the Jail Authority.**

- b.) Union Negotiations - Commissioner Dawson currently serves as the Board's representative on the negotiating teams for the Deputy Sheriff and Transport Unions. Vice-chair Grose is able and has agreed to assume this role.

Upon **motion** by Commissioner Dawson and second by Chair Crosby, the Commissioners **unanimously approved Vice-chair Grose to serve as the Board's representative on the County Union Negotiations teams for the Sheriff and Transport Unions.**

- c.) Communications Task Force – Commissioner Dawson attended the initial meeting of this group primarily as an observer, and no replacement is necessary at this time.

10. County Administrator's Report - This is on file and available upon request

The Commissioners adjourned at 5:10 for a short break. The meeting reconvened at 5:25 p.m.

VI. EXECUTIVE SESSION(S)

Upon motion by Commissioner Dawson and second by Commissioner Grose, the Board entered into executive sessions at 5:25 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, and Title 1, Chapter 13, Section 405, 6. D of the M.R.S.A. for the purpose of labor negotiations.

The Board left Executive Session at 6:00 p.m.

VII. ADJOURNMENT

Upon **MOTION** by Commissioner Dawson and second by Chair Crosby, **the Commissioners voted by unanimous acclamation to adjourn the meeting at 6:00 p.m.**

Respectfully submitted,

Mary Kay Blatz, Assistant to the Administrator