

*Sagadahoc County Commissioners*  
*Meeting Minutes*  
*Tuesday, August 8, 2017*

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 pm Tuesday, August 8, 2017, in the Commissioners' Meeting Room of the County Courthouse, 752 High Street, Bath, Maine 04530.

Present: Chair Carol Grose; Vice-Chair Charles Crosby III; Commissioner Max Dawson; County Administrator Pamela Hile; Sheriff Joel Merry; Chief Deputy Brett Strout; Lieutenant Brian Quinn; Communications Director Brodie Hinckley; HR Director Sharon Hinckley; Assistant to the County Administrator, Mary Kay Blatz

I. Chair Grose called the meeting to order at 3:04 p.m. and established the presence of a quorum.

II. Public Comments

Commissioner Dawson reported that he will be stepping down from his position as Commissioner, as he is moving from his current district. Names will be submitted to the Governor by the GOP for a replacement. In recognition to Commissioner Dawson's ten years of service as Commissioner, both Sheriff Merry and Administrator Hile presented him with awards.

III. Consent Agenda:

1. Approval of Minutes for July 11, 2017
2. Departmental Reports (Written)
3. Upcoming Meeting(s):
  - a.) Regular Meeting at 3:00 p.m. on Tuesday, September 12, 2017
  - b.) Meeting at 5:00 p.m. on Tuesday, September 26, 2017 IF NEEDED

Upon <b>motion</b> by Chair Grose, and second by Vice-chair Crosby; the <b>consent agenda was unanimously approved as presented.</b>
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IV. Department Reports

1. Safety and Wellness – Mary Kay Blatz

Mary Kay Blatz reported that following the March SafetyWorks visit, the County implemented the recommendations, which included heightening the railing on the second floor in the Administration building, modification of the server area in the basement, and improvements to the Lock Out/Tag Out program. In addition, SafetyWorks gave kudos for our new format for annual regulatory training which was implemented this past year. SafetyWorks returned for a follow-up visit on July 17<sup>th</sup> and just last week we received a letter stating that the County has qualified for the SHAPE renewal.

Mary Kay also reported that the County Wellness Team has recently kicked off a Million Step Challenge, where employees log their daily steps with a goal of 1 million steps by the end of the year.

2. Sheriff's Office / Jail Update – Sheriff Joel Merry

Sheriff Merry reported that the Sagadahoc County jail population is at 29 which is a little lower than the 31 average. He also reported that the State will be distributing money to the county jails (a preliminary estimate of \$15.2 million would result in approximately \$590 for TBRJ). Sheriff Merry advised the Commissioners that there is a Jail Authority meeting on August 9<sup>th</sup>, preceded by an executive meeting for purpose of discussing the status of the search for an Administrator. Sheriff Merry also reported that Knox County has continued to house inmates at Two Bridges, which benefits the jail with added revenue that makes up a portion of the budget shortfall.

V. Business Items

1. Authorization to Accept Bid – Sheriff Merry

Administrator Hile reports that the Sheriff has received several bids for the purchase of a new pickup truck for the transport department, the funds for which will be taken from the Corrections Reserve Account. Sheriff Merry presented the Commissioners with the bids, with the recommendation to purchase the Dodge Ram from Bodwell's in the amount of \$25,989. Although this vehicle is slightly more expensive than the lowest bid, it is available for immediate delivery, which could result in a savings to the County, as we would not have to contract out for snow removal in the event of any storms that arrive before delivery of an alternate truck.

Upon **motion** by Vice-chair Crosby and second by Chair Grose, the Commissioners **voted unanimously to authorize purchase of the Dodge Ram from Bodwell's in the amount of \$25,989, plus costs for modifications, to be taken from the Corrections Reserve Account.**

2. Appointment of Communications Deputy Director

Administrator Hile reported that on July 31<sup>st</sup> six candidates were interviewed for the position of Deputy Director. All were exceptionally experienced dispatchers and most had supervisory experience; however, the interviewing panel unanimously felt that one individual stood out as the clear choice for the position. Tammy Shiers has been a dispatcher with Sagadahoc County since 2004, serving much of that time in a supervisory capacity. She is extremely familiar with the operations of the department as well as with the Spillman software system, and she is highly regarded by both her co-workers and the various agencies that we serve. Communications Director Hinckley voiced his recommendation of Tammy Shires for the position of Deputy Director.

Upon **motion** by Vice-chair Crosby and second by Commissioner Dawson, the Commissioners **voted unanimously to authorize the hiring of Tammy Shiers to the position of Deputy Director for the Communications department.**

3.

4. Appointment of Dispatch Supervisors

Administrator Hile also reported that with the abovementioned transfer of responsibilities, positions for dispatchers and for the two vacant Supervisor positions will need to be filled. There are several individuals within the department who have the skill and experience necessary to fill these positions, and who have expressed a desire to be considered for promotion. The CBA requires that the openings be posted internally for a week prior to advertising them elsewhere; however, as it is extremely likely that the selections will be made from among the current staff, it is unlikely that any further recruitment will be necessary. Administrator Hile respectfully requested that the Director be authorized to advertise the position in-house; conduct interviews, and promote accordingly. In the event that it becomes necessary to advertise externally and outside individuals are selected, those individuals will be brought before the Commissioners for approval. Chair Grose and Vice-chair Crosby both inquired about this creating a negative public appearance. Director Hinckley pointed out that this is a case of promotion, rather than a new hire, and that it would be difficult to hire from outside, as due to the nature of the job requirements, an internal candidate will have necessary experience which, would be difficult, if not impossible to find in an outside candidate.

Upon **motion** by Vice-chair Crosby and second by Commissioner Dawson, the Commissioners **voted to authorize the internal posting and promotion for the positions of Dispatch Supervisor, with external posting authorized in the event that a suitable internal candidate is not found.**

5. Update: Deferred Retirement Plans

Sharon Hinckley advised the Commissioners that VOYA recently discontinued their Guaranteed Minimum Interest Rate fund GMRI (which was guaranteed at 4%), replacing it with a GMRI with a 1% return, which prompted her to look to see if any there are better options available to employees. Sharon presented here findings to date that ICMARC came highly recommended. They provide services to approximately 300 governmental agencies in Maine, but do not offer a GMRI, which tends to be specific to insurance-based companies. Staff will continue to look at other options and Sharon will report back her findings to the Commissioners at a future meeting.

VI. County Administrator's Report

Available for review upon request

VII. Commissioners' Comments / Announcements

Chair Grose asked for details about the two bids for the Maintenance vehicle. Administrator Hile reported that they included an offer of \$3,900 towards our current storage contract as well as a bid for \$3,700 for purchase of the vehicle, the first of which was accepted.

Commissioner Crosby reported that Labor Commissioner John Butera has asked the Federal Government to consider Maine as a single state provider of the Workforce program. This has resulted in delays of distribution of the funds from the State. Vice-chair

Crosby is unsure when those funds will be available for use. While this does not have a significant effect in the Coastal Counties Workforce area, other areas are in trouble because it is very hard to negotiate an annual contract without guaranteed funding. The County Commissioners have filed a formal complaint and requested arbitration, which Vice-chair Crosby has signed. He also reported that with a \$500,000 grant from the Federal Government, and in conjunction with the Cumberland County Jail, a model pre-release career center program at the Cumberland County Jail has been introduced, which ideally will be implemented in other jails in the future.

VIII. Adjournment

Upon **motion** by Vice-chair Crosby and second by Chair Grose, the Board voted by **unanimous acclamation to adjourn the meeting at 4:03 p.m.**

Respectfully Submitted,

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Mary Kay Blatz, Assistant to the Administrator