

COMMISSIONERS REGULAR MEETING

April 6, 2016

YORK,ss

At a regular meeting of the County Commissioners of the County of York, begun and holden at the York County Government Building in Alfred, within and for the County of York, being held on Wednesday, April 6, 2016 A. D. at 4:30 P. M.

COMMISSIONERS PRESENT:

Sallie Chandler
Marston D. Lovell
Richard R. Dutremble
Michael J. Cote
Gary Sinden

County Manager Gregory Zinser, H.R. Director Linda Corliss and Finance Director, Vicki Ridlon were present at the meeting.

All present were invited to rise and salute the flag of the United States.

Call Meeting to Order

YOU ARE INVITED TO RISE AND SALUTE THE FLAG OF THE UNITED STATES

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|-----------------|--|
| 04-06-16 | ITEM |
| 1 | PUBLIC COMMENT(S) ON ANY ITEM(S)
None |
| 2 | TO REVIEW AND APPROVE THE MINUTES OF THE COUNTY COMMISSIONERS WORKSHOP OF MARCH 16, 2016 AND COUNTY COMMISSIONERS' MEETING OF MARCH 16, 2016
Commissioner Dutremble motioned to accept the minutes of the workshop and the meeting of March 16, 2016. Commissioner Cote seconded the motion. Vote 5-0. |
| 3 | TO HEAR ANY REPORTS OF THE COMMISSIONERS
None |
| 4 | TO HEAR ANY REPORTS OF THE COUNTY MANAGER
None |
| 5 | OLD BUSINESS |

a. Continuation of Jail Budget Discussion

County Manager Greg Zinser invited the Sheriff up to expand on the questions the Commissioners requested answers from him on at the prior meeting.

i. Review of management positions as listed in the jail standards-

Sheriff King informed all that he and Lt. Col. Vitiello reviewed the Maine jail standards. We have the jail administrator, two captains, two lieutenants, four sergeants, four corporals for a total of thirteen management/supervisory positions (includes the Sheriff). The Sheriff stated that he doesn't see any excess if that was the question. Commissioner Sinden asked if everyone in the management staff is required by jail standards to be there and clarified that he is asking that this means we don't have anyone who isn't specifically required. Sheriff King replied that the standard is pretty clear in that each facility shall have an administrator. He added that it is a difficult question to answer. The Sheriff continued that they have to submit an annual staffing plan every year to the Department of Corrections. Commissioner Sinden asked the Sheriff how many captains are required and whether we are meeting or exceeding or deficient in the requirement. Sheriff King responded that he thinks we are meeting the requirements but that it's a difficult question. He added that the Teamsters want to discuss impact bargaining but the discussion of this should be in executive session. Commissioner Sinden replied that his question is not related to the Union. He is asking in a generic situation is the jail as it exists today holding up to the standards. Commissioner Sinden clarified that he is asking are we required by the standards to have two captains and the other current positions we have. Also, how many supervisory employees are we required to have: what does the Standard say? Sheriff King replied that the staffing plan serves as a blueprint. MDOC standards don't say, they just provide general guidelines. Commissioner Sinden verified that the Sheriff is saying that we have a jail administrator, two captains, two lieutenants, four sergeants and four corporals and that the rest of the jail employees are line staff. Commissioner Sinden asked Sheriff King whether it is correct that according to the standards, we are free to mix and match to define a supervisory staff. Sheriff King replied that was true as far as Maine Department of Corrections Standards but we have Union requirements. Commissioner Sinden clarified that this is what we must do under the law; therefore, according to what Sheriff King said, we have a lot of latitude as to what we do to define our management staff. Sheriff King again responded by reminding Commissioner Sinden union regulations in place. Commissioner Sinden responded that they have a lot of latitude there as well. Commissioner Lovell asked the Sheriff if the MDOC ever commented on his staffing. The Sheriff replied that they have approved it.

ii. Progress of change presented to Commissioners regarding housing-

Sheriff King reported that they have implemented operational changes and there should be some reduction in overtime. The County Manager reminded the Commissioners that they had asked for Vicki (Finance Director) to track the results of the changes and asked Vicki if she had begun to do so. Vicki responded that she did not know when the changes went into effect so she cannot track them. Sheriff King commented that they had some physical challenges but that they will be showing some reductions. He continued that they've had resignations and retirements. Sheriff King informed all that they did identify a candidate that is fully trained and that the hiring packet was given to the Manager's office but that it was indicated to him that there was not an appetite to hire. He appealed to the

Commissioners to hire stating that there are nine Corrections Officer vacancies. Commissioner Lovell asked if the current staffing was at 67 and is that beneath the budget number. Sheriff King replied that they are down nine Corrections Officers. Commissioner Lovell clarified that the number of 67 is something that will happen once the resignations all occur. County Manager Zinser asked if the question of when the change was made could be answered for Vicki's purposes. The Sheriff responded March 28th.

iii. Update on use of inmate benefit fund-

Sheriff King reported that they have been working with Ryan Anderson and have found out that they can attribute \$25,000.00 to the college preparatory class.

iv. Hiring- issue of whether or not we bring on more C.O.'s-

The County Manager reminded the Commissioners that it has been stated at some of past meetings that we want to think hard before bringing on more Corrections Officers. He continued that he feels with the status of the deficit and the status of the overall funding that the Commissioners need to think about ways to close or at least reduce the deficit. Perhaps looking at personnel reductions might be one of the options. This issue should be resolved before we move forward with hiring. A lot of variables are at play. County Manager Zinser continued that while he realizes the vacancies are legitimate, he doesn't want to hire and terminate within a month. Also, the County would be responsible for paying unemployment if we lay them off.

Commissioner Lovell voiced his concern about the staffing level and stated that he doesn't want to pay time and one half- (overtime) as that is more expensive than paying a straight time person. He continued that there is a balance there we need to understand and that he has not received any information to understand the staffing level. The Department of Corrections study shows why seventy six (76) corrections officers are necessary. The County Manager agreed that this is a legitimate concern and clarified the number was derived from the Board of Corrections through the budget process, based on the 2008 analysis. Commissioner Lovell stated that he'd like to have as little overtime as possible.

Commissioner Chair Sallie Chandler directed County Manager Zinser to find out what funds the State is going to give us and come back to us in two weeks with a balanced budget.

Commissioner Dutremble motioned that Commissioner Chair Chandler's directive be approved. Commissioner Sinden seconded the motion. Vote 5-0.

b. Update on MOA between receiving jails –

County Manager Zinser explained to all that he and Commissioners Sinden and Cote have entered into talks with other counties who have receiving jails. He stated Public Law 335 that deals with boarding of prisoners is moving along and they've had very productive conversations. Mr. Zinser added that there has been heavy criticism of receiving jails in that we are not doing anything to help with the jail crisis. The conversation has been centered around what we can do to work together to provide some stability to the overall system. The County Manager stated that at some time something will come before this Board for an action. Commissioner Sinden commented that the receiving jails have every right to cover their costs and that anything less than cost, adds to our deficit. He continued that he doesn't care that the legislature thinks we should subsidize other counties. Commissioner Sinden added that the legislature needs to start listening to us rather than listening to the other eleven counties.

NEW BUSINESS

- a. Introduce Linda Corliss to recommend hiring of Janelle Steward in the position of Jail Records Clerk

Linda explained that due to the previous motion directing the County Manager to present a balanced budget for the jail to the Commissioners at their next meeting, the Sheriff has requested to delay the hiring request for the jail records clerk position.

Linda Corliss requested the Commissioners approve the hiring of Michael Grovo as a reserve deputy in the Sheriff's Office.

Commissioner Sinden asked if this position would be classified as a casual Employee. Linda Corliss responded that this would be reserve status (used when needed). She added that he is already certified. Commissioner Sinden asked when a reserve officer is called in how is that person paid? H.R. Director Corliss responded, \$20 an hour. Sheriff King added that this money is in their overtime budget. Commissioner Lovell asked if this individual is issued a uniform but not issued a car. Sheriff King replied that is correct.

Commissioner Lovell motioned to approve the hiring of Michael Grovo as a reserve deputy beginning April 7, 2016. Commissioner Cote seconded the motion. Vote 5-0.

- b. Begin review of County Budget –
- i. Administrative based budgets
 - ii. Maintenance
 - iii. Probate
 - iv. Deeds
 - v. District Attorney's office

County Manager Zinser explained that the draft budget as presented shows a .8% increase in municipal assessment amounting to \$127,923.00 increase, overall. He added that there are not big changes in several of our departments. But, that there are some changes in other departments. He reviewed these changes as listed in the draft budget.

Commissioner Dutremble commented that this is a very good budget. He wanted to make certain that all department heads understand if they have a difference of opinion, they need to bring it up now and not through the budget committee.

County Manager Greg Zinser stated that in prior years we have had separate columns. This year we have agreed on budgets. Commissioner Dutremble added that he made that comment as there was confusion last year.

Maintenance budget-

County Manager Zinser stated that there were not a lot of changes within the maintenance budget. The 6% increase is due largely to electricity costs. Commissioner Lovell asked Facilities Director, Tim Amoroso if he likes this budget?

Tim Amoroso replied that he does. Commissioner Lovell asked why general repairs and minor equipment are increasing.

The Facilities Director responded that he has purchased some equipment and anticipates buying more in order to change from contracting out to doing things ourselves. Commissioner Sinden complimented Mr. Amoroso on reductions made in his budget. Commissioner Chairperson Sallie Chandler thanked the maintenance staff.

Probate budget-

The County Manager called Register of Probate, Carol Lovejoy to speak on her budget adding that the Probate budget shows really no increase. Commissioner Dutremble questioned the reduction in the professional services line of \$20,000.00. Register Lovejoy replied that the reduction was taken as the line is historically lower than what we have projected in the budget. Commissioner Dutremble asked why the advertising budget line was less for the upcoming budget. Carol Lovejoy replied that she advertises in different newspapers other than the Journal Tribune and the costs are less.

Deeds Budget-

The County Manager stated that the Deeds budget is not scheduled to have a big increase. He added that Register Anderson has done a great job with the Records Management System and has reduced the costs beginning last year. Register Deb Anderson stated that she and the County Manager discussed her budget and came to a united front and that she is happy with the budget.

District Attorney-

County Manager Zinser reported that this budget has a \$145,000.00 increase due to a request for increase in personnel but that some of this increase is offset as the D.A. has agreed to take \$100,000.00 from her administrative fee fund. This budget shows requests for changing a part time legal secretary to a full time position, new Victim Witness Advocate and a new Assistant Trial Manager.

District Attorney Slattery reported that they are nine and one half months into the Unified Court Docket and running all the time and cannot keep up with court requirements. Therefore, these new positions requested are critical. Commissioner Cote asked if there is adequate space for the new hires. Kathy Slattery responded that they will make the space. County Manager Zinser stated that there is some space available at the courthouse with smaller offices in the basement. Commissioner Chair Sallie Chandler asked District Attorney Kathy Slattery if she is happy with her budget. She responded that she was.

The County Manager commented that he is questioned a lot about what he knows about the new courthouse. He explained that as he has been told there were two proposals from the town of Wells, our offer and one in Sanford. The Courthouse Location Advisory Committee will be meeting soon and they will ultimately come up with a recommendation. County Manager Zinser continued by stating that putting it in Alfred makes the most sense. Therefore, we want to continue to lobby for Alfred. He added that he has been hearing some confusion in that people believe the District Attorney's office will be able to be located in the new courthouse. Mr. Zinser clarified that the new courthouse doesn't allow any space for the District Attorney other than 500 square feet. The County Manager continued that conversations will need to take place with D.A. Slattery as to how we do this for efficiency. Some of the hurdles we need to get over are why do we need to vacate a functioning building and go out to bond to build space for the DA in the courthouse? But then, continued the Manager, there are the logistical issues of not having the D.A. in the courthouse. She has stated that if she is not in the courthouse, her office might as well continue to operate in four different courthouses. County Manager Zinser will start conversations with the State reference this matter.

Administrative budgets-

The Commissioners' budget has a 2.56% increase that represents the cost of living. Commissioner Cote clarified this total budget is for five Commissioners and that the Commissioners do not make \$50,000.00 each a year.

The Administration budget shows a 3% increase due to wage increases and projecting more for dues and memberships.

The increase in equipment and technology software reflects the purchase of IA Pro and DMS software.

County Manager Zinser further explained that the change from one full time employee to two part time employees was made to better meet the needs in the reception area. This allowed the former full time employee to move to EMA.

Commissioner Dutremble questioned why the professional services line shows a decrease of \$5,000.00.

County Manager Zinser explained funds in that budget line are used when it is necessary to bring on consultants to help us (example- Bill Lotz, who is an engineer was brought in to help with the water issue at the jail.) Review of that line showed that it could be reduced.

Treasurer's budget shows a 3% increase also due to the cost of living raise.

The County Manager explained that the communications budget went down as it was over budgeted last year. Commissioner Lovell inquired as to how many towers we maintain.

Mr. Zinser stated there was Brackett Hill, Mt. Hope, Mt. Agamenticus and Hosack. He added that some we rent and some we maintain.

Benefits- Retirement contributions rose significantly as employees are actually enrolling in more of the programs.

Health insurance is up with a 30% increase although dental insurance decreased \$2,000.00.

Commissioner Lovell asked if the insurance fund helps the jail health insurance increased costs.

The County Manager responded that it does not.

Debt Service is down \$38,000.00.

Public Agencies- York County Extension is looking for an increase due to operational cost increases in the amount of \$7,500.00.

Commissioner Cote asked the County Manager if he knows of the portion that we pay, what percentage does that cover and are we obligated to give them these funds. County Manager Zinser said that he believes we are obligated to keep the cooperative extension office in York County.

Commissioner Sinden commented that one of their programs is the master gardener program in which they produce hundreds of pounds of fresh fruits and vegetables which they donate to the local food pantries. Commissioner Cote commented that people ask him questions so he wanted to understand. He added that he is very impressed with them and was not in any way being critical.

Contingency, reserves and tax cap-

Capital reserves- County Manager Zinser explained that he is suggesting we put \$30,000.00 into technologies reserve being that there are major software shifts. He is hopeful for frugal spending of department heads in order to be able to allocate year end funds to various reserve accounts.

Capital improvement plan- Mr. Zinser reported that Facilities Director, Tim Amoroso, has been spending a lot of time going through our facilities. He added that they will see a request for a detail capital improvement budget in future years.

Commissioner Dutremble inquired as to the payroll liabilities balance. Finance Director, Vicki Ridlon, replied that the balance is close to \$400,000.00.

County Manager Zinser informed all that the EMA, Sheriff's Office and jail budgets would be presented to the Commissioners for review at the next meeting on April 20th.

Commissioner Lovell stated that the Judge of Probate was present and that he thought he would like to address the Board. Commissioner Chair Chandler clarified that he was not the department head and therefore did not present the Probate budget.

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PUBLIC COMMENT(S) ON ANY ITEM(S)

Rachel Sherman commented that she is excited that there's going to be a capital plan. She asked if anyone could explain LD 890 in regards to probate matters and that if passed, some of those matters would go to district court. County Manager Greg Zinser responded that in his conversation with the Probate Register regarding this they are trying to prevent dual filings to confuse the court system. Currently, the Probate Court has to transfer the case over to the District Court and then the District Court takes precedent. Being that this has not been implemented yet, we do not know the impact or how many cases we are going to lose but it is something we will have to look at, commented Mr. Zinser.

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TO CONDUCT AN EXECUTIVE SESSION ON PERSONNEL ISSUES PURSUANT TO 1 M.R.S.A. §405 (6) (A), ACQUISITION OF REAL PROPERTY OR ECONOMIC DEVELOPMENT PURSUANT TO 1 M.R.S.A. § 405 (6) (C), LABOR NEGOTIATIONS PURSUANT TO 1 M.R.S.A. § 405 (6) (D) AND CONSULTATION WITH LEGAL COUNSEL PURSUANT TO 1 M.R.S.A. § 405 (6) (E).

1. Labor negotiations pursuant to 1 M.R.S.A. § 405 (6) (D) Commissioner Sinden motioned to enter into executive session. Commissioner Dutremble seconded the motion. Vote 5-0

The Commissioners came out of executive session with no action taken.

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ADJOURN

Commissioner Sinden motioned to adjourn. Commissioner Cote seconded the motion. Vote 5-0. Meeting adjourned at 6:20 p.m.

