

1 **COMMISSIONERS' MEETING**

2
3 **August 5, 2026**

4
5 The regular meeting of the York County Commissioners was held on Wednesday, August 5, 2026, at 4:30
6 PM at the York County Government Building in Alfred.

7
8 **COMMISSIONERS PRESENT:**

9
10 Richard R. Dutremble (arrived at 4:51pm)
11 Richard Clark
12 Robert Andrews
13 Justin Chenette
14 Donna Ring

15
16 **COMMISSIONERS ABSENT: None.**

17
18 County Manager Greg Zinser, Deputy County Manager/HR Director Linda Hutchins-Corliss, Facilities
19 Director Rick deRochemont, EMA Director Art Cleaves, EMA Deputy Director Megan Arsenault, Sheriff
20 William King, Finance Director Lori Lemieux, EMA Training and Response Coordinator Scott Gagne,
21 Register of Deeds Nancy Hammond, Deputy Register of Deeds Wendy Caiazzo, Records Management
22 Specialist Andrew O'Neill, HR Manager Christine Bean, RTC Director Rod Hooper (via Zoom), and
23 EMA Emergency Management Coordinator Stephanie Collins (via Zoom) were present at the meeting.
24

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

26
27 **ITEM**

28
29 **1. PUBLIC COMMENT(S) ON ANY ITEM(S)**

30
31 None.

32
33 **2. MINUTES OF THE FOLLOWING MEETINGS**

- 34
35 a. Commissioners' meeting of July 1, 2026

36
37 **MOTION: Commissioner Clark moved to approve the minutes of July 1, 2026, as amended.**

38 **Commissioner Chenette seconded the motion.**

39 **Motion carried 4-0**

40
41 **3. TO APPROVE TREASURER'S WARRANTS**

- 42 a. Warrants to be approved on July 1, 2026, in the amount of \$304,366.40

43
44 **MOTION: Commissioner Clark moved to approve the warrant dated July 1, 2026, in the amount of**
45 **\$304,366.40. Commissioner Chenette seconded the motion.**

46 **Motion carried 4-0**

- 47
48 b. Warrants to be approved on July 8, 2026, in the amount of \$683,560.58

49 **MOTION: Commissioner Clark moved to approve the warrant dated July 8, 2026, in the amount of**
50 **\$683,560.58. Commissioner Chenette seconded the motion.**
51 **Motion carried 4-0**

52
53 c. Warrants to be approved on July 15, 2026, in the amount of \$2,331,584.49

54
55 **MOTION: Commissioner Clark moved to approve the warrant dated July 15, 2026, in the amount**
56 **of \$2,331,584.49. Commissioner Chenette seconded the motion.**
57 **Motion carried 4-0**

58
59 d. Warrants to be approved on July 22, 2026, in the amount of \$831,695.16

60
61 **MOTION: Commissioner Clark moved to approve the warrant dated July 22, 2026, in the amount**
62 **of \$831,695.16. Commissioner Chenette seconded the motion.**
63 **Motion carried 4-0**

64
65 e. Warrants to be approved on July 29, 2026, in the amount of \$610,836.51

66
67 **MOTION: Commissioner Clark moved to approve the warrant dated July 29, 2026, in the amount**
68 **of \$610,836.51. Commissioner Chenette seconded the motion.**
69 **Motion carried 4-0**

70
71
72 **4 POVERTY ABATEMENT**

73
74 Heard in Executive Session pursuant to M.R.S.A. § 405 (6) (F) - **WITHDRAWN**

75
76 **5. TO HEAR ANY REPORTS FROM THE COUNTY COMMISSIONERS**

77
78 Commissioner Chenette announced the York County Transportation and Mobility Forum on August 13
79 from 6:00-8:00pm in the EMA Room. The forum will bring together stakeholders and the public to
80 discuss current transportation services, identify needs and opportunities, and explore ways to improve
81 coordination and support for transportation initiatives throughout York County. He thanked York County
82 Community Action for helping organize the event and invited all interested residents to attend.

83
84 **6. NEW BUSINESS**

85
86 a. Ron Smith, RHR Smith – Audit Review

87
88 Ron Smith, Managing Partner, RHR Smith & Company presented the County's FY2025 audit results and
89 reported that York County received an unmodified opinion, the highest audit opinion available, indicating
90 the financial statements were fairly presented and free of material misstatements. He noted that the firm
91 completed the required financial statement, federal compliance, and state compliance audits.

92
93 Mr. Smith stated that the County remains in a strong financial position with a stable fund balance. He
94 explained that year-end cash reserves were elevated due to funds designated for major capital projects,
95 including the Recovery Center and Training Center, and are expected to decrease as those projects move
96 forward. He also discussed the increasing size and complexity of county operations, including new
97 medical services initiatives and upcoming state requirements for separate jail financial reporting.

Mr. Smith reported no significant audit findings, citing only routine administrative and reconciliation matters, and commended Finance Director Lori Lemieux and the Finance Department for their work. County Manager Zinser asked about future jail reporting requirements. Mr. Smith explained that the County will continue to receive a consolidated audit while also producing a separate financial report for jail operations to meet state requirements.

Commissioner Chenette asked how the audit results could be summarized as a letter grade for the public, and Mr. Smith stated that the County's audit would be equivalent to an "A" letter grade.

Commissioner Dutremble noted that growth and major capital projects naturally create new operational challenges. Mr. Smith agreed and stated that monitoring reconciliations and accounting support would be important as the organization continues to grow.

Commissioner Clark thanked Mr. Smith for the presentation, noted that the County appears to be in a strong financial position, and commended the Finance Department for its work.

b. Historical Indexing Contract

County Manager Zinser presented a proposed five-year contract with Just Appraised to digitize, preserve, index, and improve public access to historical County records. He explained that AI-assisted technology would be used to extract searchable information and generate document summaries, improving accessibility to older records.

The project would process approximately 45,000 documents annually over five years and would be funded through the Registry of Deeds preservation fund which has approximately \$1.2 million set aside for preservation, resulting in no tax impact. County Manager Zinser recommended annual payments tied to deliverables rather than prepaying multiple years and noted that the agreement had undergone extensive legal review.

Commissioner Clark asked whether the affected departments supported the proposal and Register of Deeds Nancy Hammond confirmed they did.

Commissioner Chenette asked how the annual processing target was determined. County Manager Zinser and Records Management Specialist Andrew O'Neill explained that the target was reduced from 60,000 to 45,000 documents per year to reflect staffing capacity and the time required to prepare and scan historical records.

MOTION: Commissioner Clark moved to approve a five-year contract with Just Appraised in the amount of \$453,740 and to authorize the County Manager to execute the agreement. Commissioner Andrews seconded the motion.
Motion carried 5-0

c. Promotion of Gissette Miles to Corrections Corporal

County Manager Zinser introduced the Sheriff's recommendation to promote Gissette Miles to the position of Corrections Corporal. Sheriff King stated that Gissette Miles has served with the department for approximately ten years, ranked first in the promotional process, and has been an outstanding employee. He expressed strong support for her promotion.

MOTION: Commissioner Clark moved to approve the promotion of Gisette Miles to the position of Corrections Corporal with an effective date of July 19, 2026. Commissioner Andrews seconded the motion.

Motion carried 5-0

d. EMA proposed reorganization plan and staffing recommendations

County Manager Zinser introduced the proposed Emergency Management Agency (EMA) reorganization plan and staffing recommendations. He noted that commissioners received organizational charts outlining the phased reorganization, along with current and proposed job descriptions.

County Manager Zinser explained that discussions regarding EMA's future have been underway for more than a year and intensified following recent staff departures. The proposal is intended to align staffing with the agency's current responsibilities, increasing workload, and future needs while providing a framework for hiring, succession planning, and leadership transitions. He noted that EMA's responsibilities have expanded considerably, particularly in coastal resilience efforts and regional emergency management initiatives.

The proposed long-term organizational structure would increase staffing from seven to twelve positions over several years. County Manager Zinser stated that the initial financial impact would be minimal, with several positions supported through federal and state grants and other available funding sources. While future county funding may eventually be required, he emphasized that no layoffs or terminations are proposed and that implementation would occur over time. He requested approval of the reorganization strategy and invited EMA representatives to provide additional information.

Deputy Director Megan Arsenault provided background on the agency's growth over the past eleven years, noting that EMA has evolved from a three-person department focused on core emergency management functions into a regional resource supporting municipalities, first responders, training efforts, disaster recovery, public outreach, COVID-19 response, drone operations, and coastal resilience initiatives.

Deputy Director Arsenault stated that requests for assistance, volunteer participation, and training activities have increased significantly while staffing has not kept pace. She noted that volunteer participation has grown from approximately 50 to more than 160 individuals and annual training exercises have increased from approximately 10 to 41 per year. She said that staff and volunteers have absorbed growing responsibilities but continued understaffing presents operational challenges and risks associated with employee burnout and future emergency response capacity.

Commissioner Ring expressed concern regarding the proposed addition of five positions, questioning whether increases in population, emergency incidents, or workload justify the expansion. While praising EMA staff and acknowledging their effectiveness, she stated that she would like to see additional data supporting the request. Commissioner Ring also expressed concern about the long-term financial impact on taxpayers, particularly if grant funding decreases in the future, and questioned whether the proposal reflected new responsibilities rather than increased demand for existing services.

Deputy Director Arsenault responded that EMA has operated lean for many years, with staff routinely performing the work of multiple positions. She stated that increasing responsibilities, including the Coastal Resilience Program, volunteer management, preparedness initiatives, and emergency response activities, have significantly increased workload. She noted that the growing Community Emergency

Response Team (CERT) program, which now exceeds 160 volunteers, requires extensive recruiting, training, credentialing, and coordination efforts that have become a substantial operational responsibility.

Commissioner Chenette spoke in support of the proposal, citing EMA's strong reputation throughout the county and state, the importance of coastal resilience efforts, and the increasing impacts of severe storms and coastal erosion. He described the reorganization as strategic, forward-looking, and necessary to ensure the department can meet future challenges.

Commissioner Clark also supported the proposal, citing increasing emergency management demands, including severe weather events, flooding, wildfire risks, and extreme heat. He emphasized that much of EMA's work occurs before emergencies through planning, mitigation, and preparedness efforts and stated that strengthening the department would help ensure continued readiness.

Director Cleaves responded to Commissioner Ring's request for additional data by noting the extensive hours worked by EMA staff, significant overtime demands, and the agency's growing workload. He emphasized that emergency management involves planning and preparedness activities that are not always reflected in disaster statistics and stated that municipalities rely heavily on EMA support and services.

Commissioner Andrews expressed confidence in the expertise and judgment of Director Cleaves and Deputy Director Arsenault. While acknowledging the proposal's timing following the budget process, he said succession planning and the agency's long-term future made the reorganization necessary.

Commissioner Dutremble also supported the proposal, noting that emergency management responsibilities have evolved significantly over the years. Based on his experience in public works, he stated that EMA has consistently assisted municipalities during major emergencies and should be strengthened to meet future challenges.

Commissioner Clark asked whether the Board was being asked to approve the phased implementation plan or the overall strategy. County Manager Zinser clarified that the request was for approval of the overall organizational strategy and the final organizational structure outlined in Phase 7. He stated that implementation details may change over time, that no employees would lose their jobs, and that the timing of future staffing additions would depend on operational needs and available funding.

Deputy Director Arsenault added that the proposal represents a long-term staffing strategy and is not intended to immediately fill all twelve positions. She stated that implementation would occur gradually, using available funding sources and normal hiring processes in coordination with Human Resources and county administration. County Manager Zinser added that the phased approach was designed to allow responsible growth while minimizing budget impacts.

Commissioner Ring confirmed that the proposed job descriptions were part of the EMA Staffing Strategy and noted that she had concerns about adding the positions included in the plan.

MOTION: Commissioner Clark moved to approve the plan that was submitted and identified as the EMA Staffing Strategy in its entirety. Commissioner Chenette seconded the motion. Motion carried 4-1, with Commissioner Ring opposing

- e. Deputy County Manager/H.R. Director Linda Hutchins-Corliss to present New Hires/Transfers:

- 245 i. To seek hiring approval of Heather Knight in the position of Per Diem Licensed Practical
246 Nurse in the Integrated Medical and Behavioral Health Division with an effective date of
247 August 3, 2026.
248

249 Deputy County Manager/HR Director Hutchins-Corliss noted a change to Ms. Knight's employment. She
250 will be full time rather than Per Diem Tier 1.
251

252 **MOTION: Commissioner Clark moved to approve the hiring of Heather Knight in the position of**
253 **full time Licensed Practical Nurse in the Integrated Medical and Behavioral Health Division with**
254 **an effective date of August 3, 2026. Commissioner Andrews seconded the motion.**
255 **Motion carried 5-0**
256

- 257 ii. To seek hiring approval of Heather Fraser in the position of Registered Nurse Per Diem
258 Tier 1 in the Integrated Medical and Behavioral Health Division with an effective date of
259 August 10, 2026.
260

261 **MOTION: Commissioner Clark moved to approve the hiring of Heather Fraser in the position of**
262 **Registered Nurse Per Diem Tier 1 in the Integrated Medical and Behavioral Health Division with**
263 **an effective date of August 10, 2026. Commissioner Andrews seconded the motion.**
264 **Motion carried 5-0**
265

- 266 iii. To seek transfer approval of Melanie Molnar in the position of Per Diem Tier I to Full
267 Time Registered Nurse in the Integrated Medical and Behavioral Health Division with an
268 effective date of July 27, 2026.
269

270 **MOTION: Commissioner Clark moved to approve the transfer of Melanie Molnar to the position of**
271 **full time Registered Nurse from Per Diem Tier 1 in the Integrated Medical and Behavioral Health**
272 **Division with an effective date of July 27, 2026. Commissioner Andrews seconded the motion.**
273 **Motion carried 5-0**
274

- 275 iv. To seek transfer approval of Adam Granatowski from full time Patrol Deputy to full time
276 Corrections Officer with an effective date of August 3, 2026. - **REMOVED**
277

278 Deputy County Manager/HR Director Hutchins-Corliss provided a staffing update for County medical
279 and behavioral health services. She reported that recent hiring efforts for full-time positions should bring
280 the medical division to full staffing, barring any unexpected departures. She noted that the county will
281 continue recruiting per diem employees to strengthen its backup staffing pool. Deputy County
282 Manager/HR Director Hutchins-Corliss also advised that several clinical positions within the behavioral
283 health division remain vacant, and recruitment efforts are ongoing to fill those roles.
284

285 Commissioner Ring asked for an update on overall jail staffing levels, specifically the number of
286 corrections officers currently employed.
287

288 Deputy County Manager/HR Director Hutchins-Corliss reported that the jail currently has 35 full-time
289 corrections officers, along with approximately 10 leadership positions, including corporals, sergeants, and
290 lieutenants. She noted that the facility also utilizes reserve personnel and estimated there are
291 approximately 12 to 15 reserve corporals. She added that several employees are currently attending the
292 corrections academy, with another academy scheduled to begin in November. Deputy County

Manager/HR Director Hutchins-Corliss stated that recruitment efforts are ongoing, with several applicants currently being processed for future hiring opportunities.

7. OLD BUSINESS

None.

8. 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), REVIEW OF CONFIDENTIAL RECORDS PURSUANT TO 1 M.R.S.A. § 405 (6) (F)

a. Executive Session pursuant to 1 M.R.S.A. §405 (6) (A) Personnel matters

Motion: Commissioner Clark moved to enter executive session pursuant to 1 M.R.S.A. § 405 (6) (A) to consider personnel matters. Commissioner Andrews seconded the motion. Motion carried 5-0.

Motion: Commissioner Clark moved to come out of executive session. Commissioner Andrews seconded the motion. Motion carried 5-0

Commissioner Clark stated no actions were taken.

9. PUBLIC COMMENT(S) ON ANY ITEM(S)

Heard before Item 7, Executive Session.

None.

10. ADJOURN

Motion: Commissioner Clark moved to adjourn. Commissioner Andrews seconded the motion. Motion carried 5-0

Meeting adjourned at 6:26pm.

Respectfully Submitted,

Patricia Murray, Executive Assistant to the County Manager

JOB DESCRIPTION

County of York  Regional Training Center	Training Center Operations Coordinator Status: Full-time FLSA: Exempt Salary Range: \$62,000 - \$68,000 Reports to: Director — Reg. Train. Ctr.
---	--

JOB SUMMARY

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

The Training Center Operations Coordinator is responsible for assigned daily operations within the York County Regional Training Center. The Training Center Operations Coordinator coordinates daily operations, schedules programs, instructors, and activities, assists with training program administration, facilitates the delivery of training and instruction, provides support for different educational methodologies, provides supervision and management for activities, programs and operations, manages operational and instructional records, manages relationships with and serves as Center's point of contact for students, instructors, partner agencies, and the public, and works on projects assigned by the Training Center Director.

SUPERVISION RECEIVED AND EXERCISED

Works under the general supervisor of the Director of the Regional Training Center or designee, who provides guidance on conformance with established rules, regulations, federal and state laws, as well as all county financial policies. Supervises training center hourly employee within the Regional Training Center office. May be county point of contact of student staff.

KEY RESPONSIBILITIES

1. Responsible for assigned operations, programs, and activities at the Training Center.
2. Provides clear direction and guidance to team members. Monitors hourly employees' performance and productivity and provides feedback to specific department manager.
3. Reviews and manages schedules for programs, instructors and activities; provides related administrative design, management, and oversight, including making necessary or requested adjustments to same.
4. Facilitates the delivery of training and instruction, provides guidance and assistance to instructors on the beneficial use of training aids and materials, and assists in the preparation of same on an as needed basis.

5. Provides varying levels of support for different training methodologies being employed by instructors at the Center, including the provision of information technology, audio visual, artificial intelligence, and web-based reviews, enhancements, support, and related services.
6. Assistance to instructors in the delivery of course content as may be requested from time to time. This may include didactic or psychomotor instruction, proctoring exams, or other assistance pertinent to instruction.
7. Manages enrollment process including course registrations, withdrawals, confirmations, and related communications.
8. Maintains equipment inventory and control. Arranges for necessary maintenance and repair of training props, systems and equipment.
9. Manages the Center's operational and instructional records (including course rosters, attendance, certifications and compliance documentation) consistent with applicable policies and requirements.
10. Serves as the public interface with and as the point of contact for students, instructors, partner agencies and the public; engages in all forms of communications with them including in-person, telephonic, text messaging, email, and other forms of digital messaging and retains records of same.
11. Coordinates and communicates with RTC Director and others based on information that has been received or obtained.
12. Provides onsite oversight of YCCC students while at the Training Center.
13. Creates correspondence, reports, and documents as necessary or as requested.
14. Develops public facing communication activities and messaging on behalf of the Center individually or in coordination with others including the creation of website updates, social media postings and messaging, course postings, and training announcements.
15. Overseas and works on purchasing, invoicing, reimbursements, and tracking of expenditures in coordination with York County Finance Department.
16. Performs required responsibilities at various times outside a standard work week based on the ongoing activities at and needs of the Center.
17. Serves as a part of the County's Incident Management Team.
18. Other duties as assigned by supervisory personnel.

KNOWLEDGE, SKILLS AND ABILITIES

- Associates degree or 5 years' related experience required.
- Instructor qualification required. Completion of a 40-hour instructor training program, or an equivalent is required.
- National Incident Management System qualification required.
- Supervisory experience preferred but not required.
- Proficiency with standard office software and ability to learn county systems as needed.
- Ability to maintain confidentiality and exercise sound judgment.
- Lead by example and promote professional behavior.
- General knowledge of emergency services operations, training environments, methods and practices preferred.
- Ability to work flexible schedule. This may include some evenings and weekends.

- Have and maintain a valid state driver's license.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, and/or governmental regulations.
- Manages multiple projects and deadlines. Allocates resources efficiently as needed.
- Excellent communication and organizational skills. Ability to read, write and present information in appropriate format to a variety of audiences.
- Adheres to County Government Policy and Procedures.
- Meets County Government productivity and quality standards.

WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to sit; walk; use hands for repetitive motions; reach with hands and arms; and occasionally lift materials up to 45 pounds.

- **General fitness and stamina:** The candidate must be physically capable of performing the duties of the role, which may include standing for extended periods, moving equipment, and participating in or observing practical training evolutions.
- **Endurance:** Ability to maintain focus and physical readiness during training sessions, including those involving physical drills, equipment handling, and safety checks.
- **Strength and mobility:** Sufficient upper and lower body strength to operate training aids, handle equipment, and assist in setting up or breaking down training areas.
- **Respiratory and cardiovascular health:** Must be able to withstand the physical demands of training environments, and physical exertion.

EXPECTED HOURS OF WORK

A flexible work schedule is required based on the needs of the Training Center. Occasional evening and weekend hours may be required.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.