

## COMMISSIONERS REGULAR MEETING

January 15, 2020

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, January 15, 2020 A. D. (following the Years of Service awards ceremony) at 4:30 P. M.

### COMMISSIONERS PRESENT:

Richard R. Dutremble-excused  
Michael J. Cote  
Richard Clark  
Robert Andrews  
Allen Sicard

County Manager Gregory Zinser was present at the meeting.

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

### 01-15-20 ITEM

- 1 **PUBLIC COMMENT(S) ON ANY ITEM(S)**  
None
- 2 **TO APPROVE THE MINUTES OF JANUARY 2, 2020 MEETING**  
Commissioner Andrews motioned to approve the minutes of the January 2, 2020 meeting. Commissioner Sicard seconded the motion. Vote 4-0.
- 3 **TO APPROVE TREASURER'S WARRANTS**
  - a. Approve treasurer's warrant dated December 26, 2019 in the amount of \$446,311.80  
Commissioner Clark motioned to approve the treasurers warrant as listed above.  
Commissioner Sicard seconded the motion. Vote 4-0.
  - b. Approve treasurer's warrant dated January 4, 2020 in the amount of \$515,419.52  
Commissioner Clark motioned to approve the warrant as listed above. Commissioner Sicard seconded the motion. Vote 4-0.
  - c. Approve treasurer's warrant dated January 8, 2020 in the amount of \$490,178.03  
Commissioner Clark motioned to approve the warrant as listed above. Commissioner Sicard seconded the motion. Vote 4-0.
- 4 **TO HEAR ANY REPORTS FROM THE COUNTY COMMISSIONERS**
  - a. Commissioner Cote to report on Bicentennial committee- Commissioner Cote asked Deputy Manager, Linda Corliss to inform all present about the second meeting of the Bicentennial committee held on Tuesday, January 14<sup>th</sup>. The Deputy Manager relayed that the committee is working on various projects including: passports which York

County residents would take and visit various sites in our cities and towns and receive a sticker from each place, float in Maine State Bicentennial Parade on May 16<sup>th</sup>, Y.C. bicentennial video, lecture series hosted by various historical societies, and a bicentennial coin. There was talk of a time capsule but that didn't gain a lot of traction. Ms. Corliss continued that there is a question as to whether or not one exists. Community members participated in the recent meeting. She added that the meetings are open to anyone else who might have an interest. A Bicentennial seal was created and we will have a York County bicentennial page on our website, stated Linda Corliss.

Commissioner Cote stated that he will ask the Board to approve the use of the seal created throughout the year. Commissioner Cote added that the County Manager will put something together for that. He continued that the video will involve interviews with each Commissioner to talk about their district.

Commissioner Clark stated that several Commissioners attended the annual Maine County Commissioners' meeting at which Commissioner Cote was elected Vice- President.

## **5 TO HEAR ANY REPORTS FROM THE COUNTY MANAGER**

No formal reports.

## **6 NEW BUSINESS**

a. Presentation of fiscal year 2019 audit by RHR Smith and Company- County Manager Zinser introduced Christina Howe to present audit to Commissioners. Ms. Howe reviewed a handout circulated to the Commissioners and reviewed the management letter ( both attached as record).

Commissioner Clark questioned why the pie chart and final page of summary did not have the jail listed? Christina answered that the jail is not part of the county's general fund. Commissioner Clark replied that it should be made clear as these are public documents and the public may not understand that.

Commissioner Clark stated that while he is pleased as to where we are financially, the issues raised in the management letter give him heartburn and he wants to know what is going to be done about this and when. The County Manager replied that he has already had discussions with some department heads. He added that we need to work on more timely reporting to Finance Department. As it pertains to some of this stuff like paying tax, he stated that he is not going to ask department heads when they are picking up something small to bring the tax exempt document to customer service. He said that he will review whether there are any large purchases being made without using our tax exempt certificate but that he doesn't believe there are. County Manager Zinser agreed that the County does buy gift cards for recognition and awards and that he can look at the dollar amounts. Mr. Zinser stated that there is no excuse for department heads to not be turning in receipts and we will correct that. He stated that he can report back to the Commissioners in a couple of months regarding this issue. Commissioner Clark replied that he looks forward to more information on this.

Commissioner Sicard asked Finance Director, Vicki Ridlon if she agrees with the audit recommendation of an addition of a person is a necessity? Ms. Ridlon replied that she does. Commissioner Sicard then asked her if she will submit (the request for another employee) in the upcoming budget. Ms. Ridlon replied that she and the County Manager have talked about it but that they haven't come to any conclusion about it. Commissioner Cote commented that he had the same questions as Commissioner Clark did. County Manager Zinser stated that he will bring something back at one of the meetings in March.

Commissioner Clark motioned to adopt the 2019 audit. Commissioner Andrews seconded the motion. Vote 4-0.

- b. H.R. Director Linda Corliss to seek approval of the hiring of Abraham Conde in the position of corrections officer with an effective hire date of January 20, 2020. H.R. Director Linda Corliss addressed the Board and asked for a January 27<sup>th</sup> hire date.

Commissioner Clark motioned to approve the hiring of Abraham Conde in the position of Corrections Officer with a start date of January 27, 2020. Commissioner Andrews seconded the motion. Vote 4-0.

- c. H.R. Director Linda Corliss to seek approval of the hiring of Jeffrey Valliere, Jr. in the position of corrections officer with an effective hire date of January 27, 2020. Commissioner Clark motioned to approve the hiring of Jeffrey Valliere, Jr. in the position of Corrections Officer with a start date of January 27, 2020. Commissioner Andrews seconded the motion. Vote 4-0.

- d. H.R. Director, Lina Corliss to seek approval of the transfer of Chris Guay from the position of legal secretary in district court to legal secretary in superior court with an effective date of February 3, 2020.

Commissioner Clark motioned to approve the transfer of Clarissa Guay to the position of a legal secretary in the superior court effective February 3, 2020 .

Commissioner Sicard seconded the motion. Vote 4-0.

- e. Discussion of date for Commissioners' annual tour of county buildings (suggested dates of either February 5<sup>th</sup> or February 19<sup>th</sup> at 3:00) prior to Commissioners' meeting-

The County Manager explained that February 5<sup>th</sup> works best for Sheriff King (jail).

Therefore, he recommends February 5<sup>th</sup> beginning at 3:00 p.m. and the courthouse at 3:00 p.m. on the 19<sup>th</sup> of February.

## 7 OLD BUSINESS

- a. H.R. Director Linda Corliss to seek approval to adjust transfer date of Rachel Sherman to victim witness advocate position from January 13, 2020 (as approved by Commissioners at the January 2, 2020 meeting) to January 6, 2020 to accommodate mandatory training attendance.

Linda Corliss approached the Board and explained training came available a week before Ms. Sherman's approved hire date so she needs to get paid at the appropriate level.

Commissioner Clark motioned to amend the hiring date that Rachel Sherman begins working as a victim witness advocate from January 13, 2020 to January 6, 2020 to reflect her attendance at training. Commissioner Sicard seconded the motion. Vote 4-0.

## \*\*\*HEARD AFTER PUBLIC COMMENT -ITEM 9\*\*\*

## 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. 1 M.R.S.A. § 405 (6) (D) labor negotiations to discuss labor contracts

Commissioner Clark motioned to enter into executive session per the above-listed statute. Commissioner Andrews seconded the motion. Vote 4-0.  
Commissioner Clark motioned to come out of executive session. Commissioner Sicard seconded the motion. Vote 4-0.  
No action taken.

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

**\*\*Heard prior to executive session\*\***

Sheriff King asked to be heard regarding an opportunity at the jail to have Narcan distribution to individuals when they are released. The Sheriff distributed information to the Commissioners. He informed them that Cumberland County is currently doing this so the Manager is looking at their MOUs. Commissioner Cote asked if there was a cost? Sheriff King replied that there is no cost. Secondly, Commissioner Cote stated that it is his understanding you have to have a prescription. Sheriff King replied that Narcan is an over the counter item. Commissioner Andrews asked if any special training was necessary to administer Narcan. Sheriff King replied there was not and that it was similar to Flonase. Commissioner Clark stated that there must be a procedure for when someone is released to which this could be added. The Commissioners will look at after more information is given to them.

**10 ADJOURN**

Commissioner Clark motioned to adjourn. Commissioner Sicard seconded the motion. Vote 4-0. Meeting adjourned at 6:22 p.m.