

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – June 12, 2012 – 2:00 p.m.

The regular monthly meeting of the Knox County Commission was held on Tuesday, June 12, 2012, at 2:00 p.m., at the county courthouse, 62 Union Street, Rockland, Maine.

Commission members present were: Carol L. Maines, Commissioner District #1, Richard L. Parent, Jr., Commissioner District #2, and Roger A. Moody, Commissioner District #3.

County staff present included: County Administrator Andrew Hart, Administrative Assistant Candice Richards, Airport Manager Jeff Northgraves, Finance Director Kathy Robinson, KRCC Director Linwood Lothrop, Systems Administrator Mike Dean, Sheriff Donna Dennison (*left at 3:21 p.m.*), Chief Deputy Tim Carroll (*left at 3:02 p.m.*), EMA Director Ray Sisk (*arrived at 3:33 p.m.*), and Registrar of Deeds Lisa Simmons.

Others in attendance: George Chappell of the *Courier Gazette*.

Regular Meeting – Agenda **Tuesday – June 12, 2012 – 2:00 p.m.**

- I. 2:00 Meeting Called To Order**
- II. 2:05 Public Comment** - Public Comment during other portions of the meeting will only be granted by permission of the chair.
- III. 2:20 Consent Items**
 - 1. Approve Consent Items as Presented:
 - i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
 - ii. Minutes of Special Commission / Quarterly Budget Committee Meeting of May 3, 2012.
 - iii. Minutes of Regular Commission Meeting of May 8, 2012.
 - iv. Monthly Written Departmental Reports.
 - v. Reserve Withdrawals.
 - vi. Budget Line Transfers.
- IV. 2:25 Action Items**
 - 1. Act on the Number of Hours for the Part-Time Deeds Clerk Position.
 - 2. Act to Approve and Authorize the Chair to Sign the Request for Lease Assignment and Consent Assignment for Transfer of Hangar #41 from James Munroe to Igor Maychin.
 - 3. Act to Approve Contract between Knox County and the Town of Vinalhaven for Sheriff's Deputy Services for July 1, 2012 – June 30, 2013.
 - 4. Act on Approval of Purchase of Bulletproof Vests for the Sheriff's Department from State Forfeiture Funds.
 - 5. Act to Approve Changes to the Administrative Assistant to the Jail Administrator, Assistant Programs-Classification Coordinator, Programs-Classification Coordinator and Records Officer Job Descriptions for the Knox County Jail.
 - 6. Act to authorize the County Administrator to Sign the Contract with Correct RX for Providing Pharmacy Services at the Knox County Jail.
 - 7. Act to Appoint a Commissioner to Serve as Commissioner Parent's Alternate to the Labor Relations Management Team.
 - 8. Act on Scheduling a Meeting Date and Time to Meet with Municipalities to Discuss Common Needs, Problems, and Potential County Coordination and Response.
- V. 2:45 Discussion Items**
 - 1. Discuss Grandfathered Health Benefits.
 - 2. Discuss Amendments to the County's Personnel Policy.
 - 3. Update on the Knox County Public Safety Building Project.
 - 4. Discussion Commission Meeting Times.
- VI. 3:00 Other Business**
- VII. Adjourn**

I. Meeting Called to Order

Commission Chair Roger Moody called the regular meeting of the Knox County Commission to order at 2:00 p.m.

II. Public Comment

Commissioner Roger Moody asked for public comment. There was none.

III. Consent Items

1. Approve Consent Items as Presented:

- i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
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- v. Reserve Withdrawals.
- vi. Budget Line Transfers

- A motion was made by Commissioner Richard Parent to approve the consent items as presented. The motion was seconded by Commissioner Carol Maines.

Commissioner Maines asked Communications Director Linwood Lothrop about a reference in his report about engineering services having done a ledge boring to see how far down the ledge was. It was found to be 28 feet down. She asked if that depth was good or bad. Director Lothrop replied that it was good that it was at 28 feet and not something less, like 10 feet.

When asked about the mention of Verizon Wireless in his report, Director Lothrop explained that prior to June 6th, the KRCC only received cell phone calls from US Cellular. The KRCC field tested all 21 Verizon Wireless towers in Knox County on June 6th and now the KRCC will also get all Verizon wireless cell phone calls directly coming into the Communications Center instead of it getting routing to the State Department of Public Safety first.

Commissioner Maines asked if the budget line transfers should be discussed separately because there were so many of them. Commissioner Moody commented that he had looked them over and didn't have any questions. Finance Director Kathy Robinson explained that the reason there are so many transfers is because the Commission had asked departments to cover the wage adjustments out of their respective budgets, so that's what those line transfers are doing. Administrator Hart commented that if there wasn't enough in the departments to cover the adjustments, he will have to come back to the commission to get authorization to cover it out of undesignated funds (surplus).

- A vote was taken with all in favor.

2012 Reserve Withdrawals:

Deeds Surcharge	200008-12740	\$3,497.91
Energy Efficiency Conservation Block Grant	300008-10046	\$27,322.63
Legal Expense	200008-12650	\$2,440.00
	Total	\$33,260.54

2012 Budget Line Transfers:

FROM:

ADMINISTRATION & IT

TO:

Human Resources	004003-53040	\$25,189	Administrative Asst.	004003-53044	\$1,369
Health Insurance	004003-53910	\$7,278	Systems Administrator	004003-53049	\$10,192
			FICA	004003-53900	\$885
			Worker's Comp.	004003-53920	\$39
			ICMA	004003-53960	\$713
			Legal Fees	004004-54055	\$17,500
			Internet Services	004004-54326	\$1,518
			Dues & Registration	004004-54515	\$251

AIRPORT

Maintenance – PT	416003-53615	\$6,821	Airport Manager	416003-53610	\$3,704
Security Officers	416003-53711	\$1,500	Maintenance	416003-53612	\$2,454
FICA	416003-53900	\$637	FICA	416003-53900	\$471
Health Insurance	416003-53910	\$6,628	Worker's Comp.	416003-53920	\$126
Water	416004-54565	\$400	ICMA	416003-53960	\$259
Gas	416004-54650	\$1,000	Printing	416004-54525	\$400
Firefighting Supplies	416005-55376	\$400	Electricity	416004-54555	\$8,000
			Building Repair	416004-54595	\$572
			Auto Supplies	416005-55310	\$1,000
			Cleaning Supplies	416005-55315	\$400

BUILDING MAINTENANCE

Telephone	006004-54315	\$716	Heating Repair	006004-54610	\$716
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COMMUNICATIONS

Overtime	518003-53800	\$6,067	Director	518003-53810	\$8,054
Part Time	518003-53820	\$10,971	Supervisors	518003-53811	\$1,524
FICA	518003-53900	\$1,303	Dispatchers	518003-53812	\$1,789
			FICA	518003-53900	\$870
			Health Insurance	518003-53910	\$6,045
			ICMA	518003-53960	\$59

DEEDS

Deeds Clerk	009003-53092	\$1,362	Deputy Register	009003-53091	\$1,256
Office Supplies	009005-55335	\$274	Worker's Comp.	009003-53920	\$7
Copy Machine	009005-55345	\$100	MSRS Life Insurance	009003-53970	\$24
			Resignation & Term.	009003-53940	\$449

DISTRICT ATTORNEY

Legal Secretary	003003-53034	\$4,894	Prosecutorial Asst.	003003-53031	\$1,762
FICA	003003-53900	\$234	Overtime	003003-53800	\$1,837
Computer Consultant	003004-54051	\$500	Drug Analysis	003004-54025	\$2,897
Transcripts	003004-54080	\$200	Other, Tolls	003004-54120	\$7
Metro Line	003004-54325	\$675			

EMERGENCY MANAGEMENT AGENCY

Public Relations	002005-55365	\$200	Director	002003-53020	\$1,300
Equipment	002005-55615	\$1,100			

FINANCE

Computer Repairs	005004-54585	\$5,630	Director	005003-53050	\$459
			Deputy Treasurer	005003-53051	\$3,775
			Finance Clerk	005003-53052	\$102
			FICA	005003-53900	\$332
			ICMA	005003-53960	\$304
			Bank Charges	005004-54535	\$658

PROBATE

Printing	010004-54525	\$644	Probate Clerk	010003-53083	\$1,342
Training	010004-54545	\$155	FICA	010003-53900	\$103
Attorneys	010004-54680	\$500	Worker's Comp	010003-53920	\$5
Typewriter Repair	010004-54695	\$145	ICMA	010003-53960	\$94
Office Supplies	010005-55335	\$100	Statutes & Reference	010005-55510	\$98
Books, Subscriptions	010005-55505	\$98	Meals	010014-54110	\$7
Training	010014-54545	\$7			

SHERIFF

Patrol Supervisor	011003-53313	\$10,843	Resignation	011003-53940	\$10,843
Patrol Deputy	011003-53316	\$8,086	Lodging	011004-54115	\$930
Training Supplies	011005-55375	\$3,890	Printing	011004-54525	\$1,382
Computer Supplies	011005-55385	\$900	Training & Seminars	011004-54545	\$7,769
Health Insurance	011003-53910	\$1,240	Medical Exams	011004-54550	\$1,343
K-9 Contractual	011004-54740	\$750	Airfare	011004-54690	\$552
Public Relations	011005-55365	\$400	Computer Lines	011004-54735	\$400
Public Education	011005-55366	\$400	Chief Deputy	011003-53311	\$3,540
K-9 Supplies	011005-55395	\$250			

Total:	\$112,487
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IV. Action Items

1. Act on the Number of Hours for the Part-Time Deeds Clerk Position:

Administrator Hart explained that on November 23, 2010, the Commission discussed the Municipal Resources Inc.’s recommendation of eliminating one Deeds Clerk position within the Registry of Deeds. The Commission voted to reduce the one full-time position to half-time, or 20 hours per week, which allowed the employee in that position to retain her health benefits. Since then, the employee in that position has resigned. Administrator Hart stated that interviews have not been held for the position yet. Due to the condition of the overall County budget and the need to reduce costs, Administrator Hart stated that his recommendation to the Commission was that the position be changed from 20 hours to 17.5 hours, thus eliminating the need to offer health insurance as a benefit. This would save the County about \$9,900 if the new employee chose the single coverage, and it could be as much as \$15,000 if the new employee chose the family plan and the County paid the 75-25 cost share. Administrator Hart added that he would also be asking the Commission at the July meeting to amend the language in the Personnel Policy for regular part-time employees, which is currently defined as less than 30 hours and at least 20 hours, and to remove the health benefit for this category of employees going forward.

Commissioner Maines asked Administrator Hart if he planned to re-advertise for the position. Administrator Hart said no. The ad itself didn’t say anything about benefits, but there were a few people that asked and were told that there were benefits offered for the position. Commissioner Maines asked when the applicants would be told that there were no benefits being offered for this position. Administrator Hart said that he was planning to do that at the interviews.

Commissioner Parent asked Register of Deeds Lisa Simmons how she felt about the Administrator’s proposed changes. Register Simmons said that she wanted the position to stay at 20 hours per week.

Commissioner Maines commented that she thought the Commission had been told at a previous meeting that the department needed the position to be more than 20 hours because of the workload increasing. Register Simmons said that was correct and that she would prefer more than 20 hours for the position. She added that she was worried that if the position was cut back to 17.5 hours, somewhere down the line the Commission and/or the Budget Committee might try to eliminate that position again, which would be detrimental to the department. She said that she didn’t want to train someone and then have the position eliminated a few months later.

When asked how many part-time positions are currently getting health insurance, Administrator Hart stated that there are two; one works 24 hours per week, the other works 28. The other part-timers are 30 hours or above and are actually considered full-time, not part-time. Commissioner Maines asked what the Administrator intended to do about the two part-timers already getting health insurance, but he responded that he didn’t want to discuss that now; he wanted to wait until the next Commission meeting. Commissioner Parent said that he was concerned about the other two employees who are part-

time with benefits. What do we do with them? Administrator Hart said that they would have to discuss at a later Commission meeting whether or not to grandfather them.

Commissioner Parent asked about the work load in the Registry of Deeds so far this year. Register Simmons stated that revenue is up about \$11,000 from this same time last year. The number of documents is also higher than at the same time last year.

Administrator Hart commented that he just thought it was an appropriate time to look at this. He said that he also will be looking at decreasing hours in the finance office once he figures out what he will be doing with the HR position that is currently vacant. The increase to employees' hours in Finance wasn't permanent. The number of documents in Deeds has been stable, to some extent, in the last few years. Commissioner Parent noted that the Registry of Deeds gets even busier during the summer, and they already have more work than they did last year.

Commissioner Maines applauded Administrator Hart for wanting to save money but she said that she didn't want to cut the hours below 20. She added, however, that she was comfortable cutting benefits.

Commissioner Parent asked what impact the decision to not offer health insurance would have on the applicants. Administrator Hart responded that some applicants could potentially be looking at the position for the health insurance, but some applicants could be retired, or partially retired, and not need health insurance. Not a lot of places will give health insurance for part time positions.

Finance Director Robinson suggested that if the policy were changed at the next Commission meeting in July and the applicants were told at their interviews that there was not going to be any health insurance for the position, you'd find out how many were really interested in the job for the benefits. If the person was hired after the Commission votes on the policy changes, the new person wouldn't be affected – they would just start with no benefits, as opposed to starting with benefits and then having them taken away.

Commissioner Moody suggested setting the limit for which a part-time employee could receive health benefits at 24 hours per week so that the other two part-time employees would not be affected, and set the Deeds position at 20 hours. He suggested amending the Personnel Policy so that only employees who are employed for 24 hours or more per week would receive the health benefits. Administrator Hart commented that the matter could be brought back next month for a vote.

Commissioner Parent asked Register Simmons what she thought about Commissioner Moody's suggestion. Register Simmons responded that HR Consultant Laurie Bouchard had made that same suggestion to her too, and that she agreed with it. She said that she would rather keep the hours at 20 and not offer health insurance than to cut the hours back to 17.5.

- A motion was made by Commissioner Carol Maines to change the County's Personnel Policy to read that health insurance will not be offered to employees working fewer than 24 hours per week. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

It was noted that the position is being kept at 20 hours, with no health benefits.

2. Act to Approve and Authorize the Chair to Sign the Request for Lease Assignment and Consent Assignment for Transfer of Hangar #41 from James Munroe to Igor Maychin:
Jeff Northgraves explained that Mr. Munroe had sold his hangar to Mr. Maychin on May 16th and now they need authorization to transfer the lease for the land underneath, which is owned by the County. These are the standard transfers of leases from one individual to another.

- A motion was made by Commissioner Carol Maines to approve the Request for Lease Assignment and Consent Assignment for Transfer of Hangar #41 from James Munroe to Igor Maychin. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.
3. Act to Approve Contract between Knox County and the Town of Vinalhaven for Sheriff's Deputy Services for July 1, 2012 – June 30, 2013:
This is a renewal of the existing contract already in place. The Vinalhaven Town Manager and the Sheriff have approved of all the changes.
- A motion was made by Commissioner Richard Parent to approve the contract between Knox County and the Town of Vinalhaven for Sheriff's Deputy services for the period of July 1, 2012 – June 30, 2013. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.
4. Act on Approval of Purchase of Bulletproof Vests for the Sheriff's Department from State Forfeiture Funds:
Chief Deputy Tim Carroll had provided a memo to the Commission about the bulletproof vest program. He was asking the Commission to approve funds to be expended from State forfeiture fund to purchase six vests.
- A motion was made by Commissioner Richard Parent to approve the purchase of bulletproof vests from the State Forfeiture funds to get them up to current standards. The motion was seconded by Commissioner Carol Maines.
- Chief Deputy Carroll explained that normally he purchases four or five bulletproof vests every year through a 50/50 cost share program through the U.S. Department of Justice, but he found out that the money that had been rolling over from year to year wouldn't be forwarded into next year. That meant that he will have to apply again next year and if the County doesn't use the \$4,500 left in the original grant, the County will lose it. It's recommended to have a five-year lifespan maximum for vests being worn by deputies who wear them all day, every day, but for vests worn by detectives and administration, they can probably be stretched to seven or eight years if you keep tabs on their condition.
- A vote was taken with all in favor.
5. Act to Approve Changes to the Administrative Assistant to the Jail Administrator, Assistant Programs-Classification Coordinator, Programs-Classification Coordinator and Records Officer Job Descriptions for the Knox County Jail:
These are minor changes suggested by the Jail Administrator and the Sheriff that are being made because the positions overlap some. It also gives the Sheriff more flexibility in covering shifts. The transport officer job description was given to the Commission at the meeting. The other four job descriptions were provided in the commissioners' packet that they received over the weekend.
- A motion was made by Commissioner Richard Parent to approve the changes to the five jail job descriptions: Administrative Assistant to the Jail Administrator, Records Officer, Programs-Classifications Coordinator, Assistant Programs-Classifications Coordinator, and Transport Officer, as presented. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.
6. Act to Authorize the County Administrator to Sign the Contract with Correct RX for Providing Pharmacy Services at the Knox County Jail:
Up until now, Knox County has been contracting with Correct Rx through an agreement with the State of Maine. The State put these services out to bid and has contracted with a new vendor. Correct Rx

had contacted Jail Administrator John Hinkley about continuing a working relationship with Knox County. Administrator Hart was asking the Commission to authorize him to negotiate and sign the contract with Correct Rx once the County's attorney has completed his legal review.

Commissioner Maines asked about page 4 where it states that Correct Rx will get an automatic 2% increase each year no matter what the CPI ends up being. Administrator Hart responded that he would have to check with the Jail Administrator about that.

Commissioner Maines asked if it would create a problem for the County if the County uses Correct Rx but the rest of the state goes with the other vendor. Sheriff Dennison responded said that if County staff know that an inmate is going to another facility for an extended amount of time, the inmate is sent with the appropriate amount of medication. Otherwise, the other facility will just bill Knox County for whatever medications the inmates use. It's the same if someone boards at our jail – they would get taken to Pen Bay Medical Center and the other county would be getting the bill, not Knox.

- A motion was made by Commissioner Richard Parent to authorize the county administrator to sign the contract with Correct Rx for Providing Pharmacy Services at the Knox County Jail. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

7. Act to Appoint a Commissioner to Serve as Commissioner Parent's Alternate to the Labor Relations Management Team:

Commissioner Parent might have possible scheduling conflicts in the future for attending some of the upcoming union negotiation meetings, so he had requested having one of the other commissioners appointed to serve as an alternate to any sessions Commissioner Parent was unable to attend. Right now there are no scheduled meetings that he is unable to attend. Administrator Hart offered to send Commissioner Maines the currently scheduled dates in case there ends up being a conflict.

- A motion was made by Commissioner Richard Parent to appoint Commissioner Maines to become the alternate to the labor relations management team. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

8. Act on Scheduling a Meeting Date and Time to Meet with Municipalities to Discuss Common Needs, Problems, and Potential County Coordination and Response:

Commissioner Moody explained that he had spoken with Town of Rockport Select Board Chair Bill Chapman while attending a monthly MCEDD meeting. Mr. Chapman had asked about Knox County scheduling another meeting to discuss common needs and problems and how the municipalities and the County could coordinate and respond to these items. Some of the topics discussed back in 2009 included Animal Control, Solid Waste, Road Engineer, Ambulance services, etc. Mr. Chapman suggested doing it again to see if there are ways for the county to provide assistance or coordination or give the towns the chance to say they don't need our help and that would be okay too.

The Commission set the meeting for Monday, July 16th at 1:00 p.m. The County will invite selectmen and municipal managers.

No action was taken.

V. Discussion Items

1. Discuss Grandfathered Health Benefits.

Administrator Hart explained that he has discussed with both unions about the grandfathered health insurance being eliminated effective January 1, 2013 with a cost share being implemented for these grandfathered employees. Both unions indicated that they would consider a multi-year phase in for this. A five-year phase in has been discussed, which is the same plan that the Commission agreed to by consensus to implement for all County employees at the April 10, 2012 Commission meeting.

Administrator Hart said that he has scheduled meetings with both unions and he asked the Commission to decide if they wanted him to present the unions with the same five-year phase in plan as the County's proposal. All three commissioners said that they agreed with the five-year proposal.

2. Discuss Amendments to the County's Personnel Policy.

Administrator Hart briefly explained that many sections within Section 4.0 Wage and Hour Policies and Practices need to be rewritten to include the Compensation Study. HR Consultant Laurie Bouchard will be working with Administrator Hart on an amended version which will be voted on by the Commission at the Regular Commission meeting in July.

3. Update on the Knox County Public Safety Building Project.

Administrator Hart explained that the County received approval on the site tower from the City of Rockland Zoning Board of Appeals. The entire project was then approved by the Planning Board. This means that the County is now ready to go out to bid. A mandatory pre-bid meeting is being held at the site next Monday. Only those who attend the pre-bid meeting will be allowed to bid on the project. Administrator Hart said that he had given the Commission a memo from Architect John Hansen about the building which explains that now there will be a sprinkler system being put in the building. The fire chief was very adamant in wanting it, but it was also discovered that because of building code, the County would have to have sheetrock installed, doors would have to self-close and be closed all the time if the building wasn't sprinkled. The cost for that would have been \$30,000 – \$45,000, whereas the sprinkler system is about \$50,000. The insurance costs for having a sprinkled building is less than if the building was not, so that is an added savings. The bids are due back by July 9th and the awarding of the bid will be on the July 10th Commission agenda.

Communications Director Lothrop commented that some of the cost of the sprinkler system will be offset by the fact that it was determined that the County wasn't going to need four additional tower sites after all; one tower just needs to be moved from Lenfest to Coggins Hill.

Commissioner Parent asked about grant funding to cover some of the costs. Administrator Hart said that EMA Director Ray Sisk was working on EMPG funding and had already secured supplemental funding through FEMA for \$15,000. It was noted that the Commission has discussed in the past that drug forfeiture funds could also be used, but that would need to be discussed with the Sheriff.

4. Discuss Commission Meeting Times.

Over the past few years, the Commissioners have discussed the meeting time of their regular monthly meeting, and have changed the starting time of the meeting several times. The general feeling was that whether the meeting took place during the day, or at night, the public only attends the meeting if they have strong feelings about something on the agenda. Most of the time, it is only County employees that attend, the majority of which are department heads. Night meetings do not work out any better because selectmen meetings are held at night, and several of the department heads are often in meetings related to their job functions in the evenings. Another issue with night meetings is that staff would have to be paid overtime to stay late to work and that is an added cost. It was suggested that the County do some research on what it would cost to set up the Commission Hearing room with equipment so that the meetings could be broadcast on local TV channels or at the very least, have the video put up on the County's website. IT Systems Administrator Mike Dean suggested that the County could probably get a camera system for under \$1,000 and would need to get agreements with the local access channels. It would not be difficult to put the video on the County's website.

The consensus was to wait until the 2013 budget year to do this so that it could be researched and budgeted for, and if something controversial comes up before the end of the year, the Commission will discuss in advance how to make the meeting more accessible to the public.

VI. Other BusinessPenquis Community Action Program Annual Dinner

Commissioner Moody commented that he had an invitation to the Penquis Communication Program Annual Dinner and asked if any of the commissioners needed the invitation to go to that.

MCCA Executive Director

Commissioner Moody explained that the Maine County Commissioner's Association has decided to end the 20-year association with Bob Howe and are hiring their own executive director.

May 3, 2012 budget meeting

Commissioner Maines asked if all the employee grievances relating to the 9% cap on wage adjustments were dismissed after the May 3rd budget meeting. Administrator Hart responded that the grievances were all officially withdrawn.

VII. Adjourn

- A motion was made by Commissioner Richard Parent to adjourn the meeting. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

The meeting adjourned at 3:43 p.m.

Respectfully submitted,

Candice Richards
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on July 10, 2012.