

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – September 13, 2011 – 2:00 p.m.

The regular monthly meeting of the Knox County Commission was held on Tuesday, September 13, 2011, 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, Technical Support Specialist Mike Dean, Airport Manager Jeff Northgraves, Airport Maintenance Worker Mark Kunz, Finance Director Kathy Robinson, KRCC Director Linwood Lothrop, Sheriff Donna Dennison, Chief Deputy Tim Carroll, Patrol Administrator Kirk Guerrette, Jail Administrator Major John Hinkley, EMA Director Ray Sisk, Registrar of Probate Elaine Hallett, DA's Office Victim Witness Advocate Stephanie Laite (*arrived at 2:08 p.m.*), DA's Office Victim Witness Advocate Lynn Talbot (*arrived at 2:08 p.m.*). Probate Judge Carol Emery (*arrived at 2:15 p.m.*). Registrar of Deeds Lisa Simmons (*arrived at 2:43 p.m.*).

Others in attendance: Laurie Bouchard of LBouchard & Associates; Chris Nolan of Know Technology; and Gary Thornton of Thornton & Associates.

Regular Meeting – Agenda **Tuesday – September 13, 2011 – 2:00 p.m.**

- I. 2:00 Meeting Called To Order**
- II. 2:01 Public Comment** - Public Comment during other portions of the meeting will only be granted by permission of the chair.
- III. 2:15 Consent Items**
 - 1. Approve Consent Items as Presented:
 - i. Agenda - Non Agenda Items Only Permitted if Emergency in Nature.
 - ii. Minutes of Regular Commission Meeting of July 12, 2011.
 - iii. Minutes of Special Commission Meeting of August 1, 2011.
 - iv. Monthly Written Departmental Reports.
 - v. Reserve Withdrawals.
 - vi. Budget Line Transfers.
- IV. 2:20 Action Items**
 - 1. Act on Approval of the Total Compensation/Position Classification System:
 - a. Pay Adjustment Philosophy
 - b. Job Evaluation/Compensation Structure
 - c. Recommended Pay Adjustments for 1/1/2012
 - d. Elected Officials
 - e. Job Descriptions
 - f. Job Evaluation Committee and Process
 - 2. Act to Approve the IT Co-Sourcing Strategic Plan.
 - 3. Act to Award the Used Vehicle Bid for the Sheriff's Patrol Department.
 - 4. Act to Approve the EMA Press Release.
 - 5. Act to Approve and Authorize the Chair to Sign the Request for Lease Assignment and Consent & Assignment Documents to transfer Hangar #11 from Eric White to Bill O'Brien, and Hangar #38 from Edward Coffin to David Lawrence.
 - 6. Act to Award the Building Envelope Improvement Bid.
 - 7. Act to Award the Lighting Efficiency Upgrade Bid.
- V. 3:15 Other Business**
- VI. 3:20 Executive Session**
 - 1. Convene in Executive Session to discuss a Personnel Matter pursuant to 1 M.R.S.A. §405(6)(A).
- 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.

- ii. Minutes of Regular Commission Meeting of July 12, 2011.
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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 Airport Manager Jeff Northgraves about the gift shop in the airport. Airport Manager Northgraves responded that so far the gift shop is considered successful. The owner of the business had set a goal for a certain amount of business and so far the gift shop has exceeded that goal.

Commissioner Parent asked about the stop-work order, mentioned in Airport Manager Northgraves report, that held up the construction for the crack sealing at the airport. Manager Northgraves responded that this was planned. He said that the contractor is only given so much to do it. It happened at the same time as the FAA draw-down but was not a result of it; it was just timing.

- A vote was taken with all in favor.

Reserve Withdrawals:

Airport Computer	461608-14600	(\$7.10)
Building	200008-12655	\$5,416.00
Energy Efficiency Conservation Block Grant	300008-10046	\$67.56
Legal Expense	200008-12650	\$4,495.00
Resignation Benefits	200008-12670	\$1,164.00
	Total	\$11,135.46

2011 Budget Line Transfers:

FROM:			TO:		
AIRPORT					
Maintenance – PT	416003-53615	\$1,000	Computer Supplies	416005-55385	\$150
Security Officers	416003-53711	\$1,000	Overtime	416003-53800	\$2,000
Uniforms	416005-55405	\$150			
BUILDING MAINTENANCE					
Computer Supplies	006005-55385	\$300	Gas, Oil, Grease	006004-54650	\$300
COMMUNICATIONS					
Auto Mileage	518004-54105	\$1,513	Other, Tolls	518004-54120	\$627
Training	518004-54545	\$1,500	Radio Repairs	518004-54580	\$7,780
Equipment Repairs	518004-54575	\$1,000			
Cleaning	518004-54591	\$4,394			
DISTRICT ATTORNEY					
Drug Analysis	003004-54025	\$92	Medical Exams	003004-54550	\$92
EXECUTIVE					
Health Insurance	004003-53910	\$9,000	Auto Mileage	004004-54105	\$2,500
			Meals	004004-54110	\$500
			Advertizing	004004-54510	\$1,500
			Printing	004004-54525	\$100
			Training & Seminars	004004-54545	\$1,241
			Copy Machine Supplies	004005-55345	\$180
			Public Relations	004005-55365	\$250
			Legal Fees	004004-54055	\$2,729
FINANCE					
Lodging	005004-54115	\$30	Dues & Registration	005004-54515	\$30
SHERIFF					
Patrol Supervisors	011003-53313	\$9,000	Chief Deputy	011003-53311	\$201
Patrol Deputies	011003-53316	\$40,000	Patrol Administrator	011003-53312	\$1,906
Detectives	011003-53319	\$3,500	Overtime	011003-53800	\$59,231
Health Insurance	011003-53910	\$13,000	Part-time	011003-53820	\$3,472
Training	011004-54545	\$1,500	Hourly Differential	011003-53850	\$400
Training Supplies	011005-55375	\$4,000	Domestic Violence	011003-53315	\$290
			Other, tolls	011004-54120	\$200
			Safety Supplies	011005-55305	\$800

Uniforms	011005-55405	\$4,500
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Total:	\$90,979
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IV. Action Items

1. Act on Approval of the Total Compensation/Position Classification System:

a. Pay Adjustment Philosophy

Administrator Hart stated that the Commission needed to decide whether to give COLA increases across the board, or give increases based on merit, or both. He said that he recommended doing pay adjustments on 1/1/2012. Commissioner Moody commented that the Commission’s consensus at the last meeting had been to include both COLA’s – one that should have been paid in 2011 and one for 2012.

DEPARTMENT	1/1/2012 1.4% COLA	1/1/2012 4.1% COLA
EMA	\$1,039	\$3,087
Fringe Factor = 11.04%	\$115	\$341
DA	3,141	\$9,327
Fringe Factor = 11.04%	\$347	\$1,030
EXECUTIVE	1,966	\$5,840
Fringe Factor = 11.04%	\$217	\$645
FINANCE	1,895	\$5,628
Fringe Factor = 11.04%	\$209	\$621
JAIL	19,470	\$57,819
Fringe Factor = 11.04%	\$2,794	\$8,297
DEEDS	1,679	\$4,985
Fringe Factor = 11.04%	\$185	\$550
PROBATE	1,331	\$3,952
Fringe Factor = 11.04%	\$147	\$436
SHERIFF	11,265	\$33,452
Fringe Factor = 14.35%	\$1,617	\$4,800
AIRPORT	2,553	\$7,580
Fringe Factor = 15.66%	\$400	\$1,187
COMMUNICATIONS	5,992	\$17,793
Fringe Factor = 11.04%	\$661	\$1,964
TOTAL ALL	\$56,361	\$167,369

- A motion was made by Commissioner Richard Parent to approve the pay adjustment philosophy which includes both COLA’s. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

b. Job Evaluation/Compensation Structure

Administrator Hart explained that at the last meeting, the Commission had decided to wait on the merit pay until after the appraisal process can be redone and be working successfully.

- A motion was made by Commissioner Richard Parent to the salary and grade structure of a 16-step matrix as proposed by Thornton & Associates. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.
- A motion was made by Commissioner Carol Maines to eliminate longevity for the non-bargaining employees, which has now been replaced by the 16-step matrix plan. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

c. Benefit Comparison (Added without the Agenda being officially amended)

Ms. Bouchard explained that she had given the commissioners a handout just before the meeting. The information on the handout was compiled in response to a question Commissioner Moody had asked at the previous meeting about the data presented by Gary Thornton. Commissioner Moody had asked about the differences in benefits provided by the public sector and private sector. Mr. Thornton’s chart had showed that the County pays more in health insurance for their employees but less than others for dental insurance, life insurance, short-term and long-term disability insurance. The question was it did the lack of County funds going towards dental insurance, life insurance, short-term and long-term disability insurance create a

wash in expenses since the County pays out more for health insurance. Finance Director Kathy Robinson had done some research by contacting the agencies providing these services to the County.

Ms. Bouchard stated that the idea behind doing the study was to create equity for all employees, and benefits fall into that. She suggested that the Commission should talk about whether to consider continuing with grandfathered benefits. It’s possible with upcoming reforms that it won’t even be an option anymore to allow grandfathering because it creates a disparity between employees.

**Total Compensation / Position Classification Study
Yearly Benefit Comparison**

Plan	Employee Cost		Knox County Cost		Survey Cost			
	Enrolled	Cost	Cost	%	Project	Project %	Private	Private %
Dental								
Employee	20	\$7,162			\$4,583	64%	\$5,586	78%
Dependents	30	\$28,681			\$15,775	55%	\$9,752	34%
Total	50	\$35,843			\$20,358		\$15,338	

Medical								
Employee	34		\$205,273	100%	\$184,746	90%	\$168,324	82%
Dependents	31	\$55,401	\$353,363	86%	\$268,556	76%	\$222,618	63%
Dependents (<i>Grandfathered</i>)	26		\$329,976	100%	\$250,782	76%	\$207,885	63%
Total	91	\$55,401	\$888,612		\$704,084		\$598,827	

Life Insurance	43	\$16,326			\$16,326	100%	\$16,326	100%
Short Term Disability	23	\$9,375			\$9,375	100%	\$9,375	100%
Long Term Disability	34	\$8,996			\$8,996	100%	\$8,996	100%
Total	100	\$34,697			\$34,697		\$34,697	

Total Yearly Cost		\$125,941	\$888,612		\$759,139		\$648,862	
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Life Insurance	103				\$37,963	100%	\$37,963	100%
STD 100% participation	103				\$45,777		\$45,777	
LTD 100% participation	103				\$31,941		\$31,941	
Total					\$115,681		\$115,681	

Medical								
Adjustment from 100% to match benefit to other employees		\$43,250	\$286,722					

STD & LTD 100% participation does not include Commission or open positions
Unable to compare life insurance for all employees due to different levels of coverage

Sheriff Dennison commented that there was no point in cutting back the current health insurance coverage to give the employees a raise because the employees will just end up having to use the raise they got to pay for the medical care that their insurance no longer covers.

Commissioner Maines suggested that the County needs to decide whether to continue having grandfathered employees before any changes are made to how much the County pays for an individual’s coverage (currently 100%).

- A motion was made by Commissioner Carol Maines to leave the benefits as they are for the time being until the Commission revisits the issue. The motion was seconded by Commissioner Richard Parent.

Administrator Hart commented that other counties are cutting back their benefits plans because they just can’t afford the better packages anymore. Employees have to now pay a larger share than they used to.

Ms. Bouchard said that she agreed with the sheriff that benefits are a tool in getting and retaining good employees. The idea is to take the amount of money that you have and to give the maximum benefits for that amount of money so that the employees do not feel like they are having things taken away from them.

- A vote was taken with all in favor.

d. Recommended Pay Adjustments for 1/1/2012

Ms. Bouchard commented that the Commission had already approved the two COLA's. This agenda item was to look at the adjustments to minimum and picking between Options 3 and 4, or to chose neither.

- A motion was made by Commissioner Richard Parent to approve the recommended pay adjustment for 1/1/2012 based on Additional Option 4 to consider employment experience (both Knox County and prior experience) up to the midpoint of the range to the extent that the approved budget allows. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

e. Elected Officials

Ms. Bouchard explained that she had done a comparison of elected officials. She was not able to do a comparison for the judge of probate because generally the judges are not full-time employees and there was no way to know how many hours they're working. If you went by an average of the six counties most like Knox, the pay for the sheriff and judge of probate would be considerably lower than what they are currently making so they would not get any increases. If you left them in the study with the other Knox County employees, they would get the increases. The six counties that were used for comparison purposes: Somerset, Aroostook, Sagadahoc, Lincoln, Washington, Oxford. Those six counties were picked because of their similarity with the Knox County Commission.

Mr. Thornton suggested to the Commission that the County needs to decide what the best comparison is for elected officials, whether that means comparing those elected officials to the rest of the employees, or comparing them to their peers in the six counties. The elected officials' pay will swing in opposite directions based on the path the Commission takes.

Ms. Bouchard commented that she advocated leaving the elected officials in the study because their peers in the comparable counties might be new at their job and have less experience or a lower work load and may not be paid nearly so much as others, which greatly affects the average. If the elected officials are kept in the study, it gives them a range to work within and

Sheriff Dennison said that she wanted to be removed from the study. She added that she did not expect a raise, but hoped that the voters would give her one.

Judge Emery said that she did not want to be included in the study either, but that if the County chose to leave her in the study, she did not believe it could be done correctly without looking at State judges too because those are who she considered to be her "peers".

Commissioner Maines commented that there seemed to be three options:

1. Include elected officials in the study
2. Remove elected officials from the study entirely
3. Go with an average of what the other counties polled pay their elected officials

Commissioner Parent suggested leaving the elected officials out of the study for now because there doesn't seem to be an equitable solution at present.

- A motion was made by Commissioner Richard Parent to leave all elected officials out of the total compensation and job classification study. The motion was seconded by Commissioner Roger Moody. A vote was taken with two in favor (Commissioners Parent and Moody) and one opposed (Commissioner Maines).

f. Job Descriptions

- A motion was made by Commissioner Richard Parent to approve the job descriptions as amended. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

g. Job Evaluation Committee and Process

- A motion was made by Commissioner Richard Parent to approve the job evaluation committee and process as presented. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

2. Act to Approve the IT Co-Sourcing Strategic Plan.

Chris Nolan briefly touched on some highlights in the Strategic Plan. A few of assessment and observation key points were:

- Critical County services rely on applications supported by the voice and/or data network
- All departments seek file sharing solutions both intra and inter-departmentally
- Most departments require privately held files – files they do not want shared
- Remote access to work files is desired
- Certain network segments require exclusivity
- Manual, localized processes with minimal central control
- Nonexistent or unenforced IT policies and standards for backups, system deployment, and other IT practices
- System patching is handled manually
- Significant work is stored locally on PCs with no central file backup solution
- Most departments have their own wireless access points with no central administration
- A comprehensive information security / risk management policy or process is not evident
- Computer network is daisy-chained together with non-managed residential quality components that are mostly floor or desk mounted in a non-physically secured environment
- Out of service equipment remains in place
- A configurable wireless solution is purchased but awaits deployment

Some of the IT Goals listed by Mr. Nolan as being worked on by Know Technology were:

- Goal: 1 Provide Knox County with an information technology strategy that aligns with the Knox County Charter and County Commissioner's goals.
 - Goal: 2 IT Compliance and support of Knox County compliance with external laws and regulations and internal policies.
 - Goal: 3 Create a secure and configurable data network that connects all facilities (Airport, Sherriff's Office, and Knox County Courthouse).
 - Goal: 4 Enable the Knox County departments to share files, intra and interdepartmentally, while reducing the prevalence of files stored on local PC hard disk drives.
 - Goal: 5 Improve the security and manageability of the Knox County Courthouse data network while reducing network latency; reducing instances of unmanaged hubs; reducing network hops; eliminating unmanaged access points.
 - Goal: 6 Provide Knox County staff reliable and efficient technology resources.
 - Goal: 7 Through the use of technology and applications create efficiencies and increase staff productivity to deliver improved services to the County.
 - Goal: 8 Support the Knox County staff with competent and motivated IT personnel.
- A motion was made by Commissioner Carol Maines to approve the IT Co-Sourcing Strategic Plan as presented. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

3. Act on Award the Used Vehicle Bid for the Sheriff's Patrol Department.

- A motion was made by Commissioner Richard Parent to award the used vehicle bid for two program vehicles to Fuller Auto for one 2010 Chevy Impala LT for \$14,929 and one 2011 Chevy Impala LT for \$16,829. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

4. Act to Approve EMA Press Release.

The press release was to show commission support for the prescription drug plan.

- A motion was made by Commissioner Carol Maines to approve the immediate release of the EMA press release as presented. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

5. Act to Approve and Authorize the Chair to Sign the Request for Lease Assignment and Consent & Assignment Documents to transfer Hangar #11 from Eric White to Bill O'Brien, and Hangar #38 from Edward Coffin to David Lawrence.

- A motion was made by Commissioner Richard Parent to approve and authorize the Chair to sign the request for Lease Assignment and Consent & Assignment Documents to transfer Hangar #11 from Eric White to Bill O'Brien, and Hangar #38 from Edward Coffin to David Lawrence. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

6. Act to Award the Building Envelope Improvement Bid.

Administrator Hart explained that this project was completely covered by the EECGB grant. The money has to be spent before the end of the year. The project includes insulating and sealing of areas in the roof, walls, and floors, as well as compartmentalizing the boiler room from the rest of the courthouse with fire and smoke sealants. The bid was awarded to Evergreen Home Performance for a bid total price of \$83,340.

- A motion was made by Commissioner Richard Parent to award the building envelope bid to Evergreen Home Performance LLC. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

7. Approve to Award the Lighting Efficiency Upgrade Bid.

Administrator Hart explained that this project was also completely covered by the EECGB grant and that the money has to be spent before the end of the year. The project includes changing out lights and installing lighting motion-sensors so the lights go out when there's no movement in the room. The project cost was \$26,399 with the Efficiency Maine incentive being \$5,028 (pending approval) for a total net project cost of \$21,371.

- A motion was made by Commissioner Richard Parent to award the lighting efficiency upgrade bid to Energy Management Consultants (EMC). The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

V. Other Business

The Commission scheduled a work session on October 4th at 9:00 a.m. to review the draft of the 2012 budget before the joint budget meetings with the Budget Committee begin on October 20th.

VI. Executive Session

1. Convene in Executive Session to Discuss a Personnel Matter pursuant to 1 M.R.S.A. §405(6)(A).

- A motion was made by Commissioner Richard Parent to table going into executive session pursuant to 1 M.R.S.A. §405(6)(A) to discuss a personnel matter. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

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 4:37 p.m.

Respectfully submitted,

Candice Richards
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on October 11, 2011.