

KNOX COUNTY COMMISSION

Regular Meeting

Tuesday – August 14, 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, Deputy Treasurer Barbie Sylvester (*left at 3:38 p.m.*), Systems Administrator Mike Dean (*arrived at 2:36 p.m., left at 3:49 p.m.*), Sheriff Donna Dennison (*arrived at 2:09 p.m., left at 2:58 p.m.*), Chief Deputy Tim Carroll (*left at 2:49 p.m.*), Deputy Matthew Elwell (FOP Lodge 700 President) (*left at 3:32 p.m.*), and EMA Director Ray Sisk.

Others in attendance: HR Consultant Laurie Bouchard (*left at 3:48 p.m.*), Auditors Jim Wadman and Kellie Bowden from James W. Wadman Certified Public Accountant, George Chappell of the *Courier Gazette* (*left at 3:56 p.m.*), and Mike Adams and Dick Beaulieu from Ganneston Construction (*arrived at 2:57 p.m., left at 3:48 p.m.*).

Regular Meeting – Agenda Tuesday – August 14, 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 Regular Commission Meeting of July 10, 2012.
 - iii. Minutes of Special Commission Meeting with the Municipalities of July 16, 2012.
 - iv. Monthly Written Departmental Reports.
 - v. Reserve Withdrawals.
 - vi. Budget Line Transfers.
- IV. 2:25 Discussion Items**
 1. Knox County Audit for Year Ending December 31, 2011 and Knox County Jail Audit for Year Ending June 30, 2011.
- V. 2:45 Action Items**
 1. Act to Approve 2012 Knox County Personnel Policy.
 2. Act to Approve FFY2013 EMA Strategic Work Plan.
 3. Act to Approve and Sign Union Contract with the Fraternal Order of Police.
 4. Act to Approve and Sign Union Contract with the National Correctional Employees Union.
 5. Act to Approve and Sign Agreement with the Tenants Harbor Water District.
 6. Act to Approve and Sign Letter to the Federal Department of Labor and Authorize the Chair to Sign.
 7. Act to Award 301Park Street Knox County Public Safety Building Renovation and Addition Bid and Authorize the County Administrator to Sign All Construction and Associated Documents.
- VI. 3:30 Discussion Items**
 1. Update on CLEO.
- VII. 3:35 Other Business**
- VIII. 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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- iv. Monthly Written Departmental Reports.
- 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. A vote was taken with all in favor.

2012 Reserve Withdrawals:

Dispatch Renovations & Furniture	561800-12635	\$143.44	(Account closed)
	Total	\$143.44	

2012 Reserve Withdrawals:

Airport Computer	461608-14600	\$96.69
Forfeiture Money - State	200008-12870	\$2,000.00
	Total	\$2,096.69

2012 Budget Line Transfers:

FROM:

TO:

AIRPORT

Runway Maintenance	416004-54354	\$3,000	Printing Repair	416004-54525	\$300
Ground Maintenance	416004-54590	300	Building Repair	416004-54595	\$5,210
Landscape	416007-57395	\$2,210			

BUILDING MAINTENANCE

Building Repair	006004-54595	\$2,138	Postage	006004-54520	\$7
			Elevator Repair	006004-54605	\$43
			Heating Repairs	006004-54610	\$1,888
			Gas	006004-54650	\$200

COMMUNICATIONS

Overtime	518003-53800	\$1,127	Resignation	518003-53940	\$1,127
Training	518004-54545	\$2,100	Pagers	518004-54320	\$2,100

DEEDS

Meals	009004-54110	\$10	Dues & Registration	009004-54515	\$10
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FINANCE

Computer Repairs	005004-54585	\$158	Equipment Repairs	005004-54575	\$158
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SHERIFF

Training Supplies	011005-55375	\$1,175	Lodging	011004-54115	\$410
			Training & Seminars	011004-54545	\$765

Total:	\$12,218
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IV. Discussion Items

1. Knox County Audit for Year Ending December 31, 2011 and Knox County Jail Audit for Year Ending June 30, 2011.

Auditors Jim Wadman and Kellie Bowden from James W. Wadman Certified Public Accountant were in attendance to discuss both audits with the Commission. The jail audit is a separate audit for State of Maine purposes but it all gets pulled together in the County's audit every year. Mr. Wadman gave the Commission a one-page handout to help them follow the highlights of the reports as he reviewed them.

Mr. Wadman reviewed some of the terminology used in the audit and clarified whether or not some of the findings in the audit could be considered "good" or "bad". When asked why the jail liability amount for retirement was going up while the County overall was going down, Mr. Wadman said that he would look into that and get the information to Administrator Hart who could then share it with the Commission.

V. Action Items

1. Act to Approve 2012 Knox County Personnel Policy.

The latest draft shows changes as suggested by the Commission at the July Commission meeting and the Department Heads at their staff meeting on August 7th. HR Consultant Laurie Bouchard reviewed a few updates that had been made since the draft the Commission reviewed at the last commission meeting in July. The changes are based on the discussion with the Commission and the recommendations of the department heads.

- Page 3 – Updated code of ethics.
- Page 19 – Definition of Part-time. Commissioner Moody suggested changing the part-time cutoff to 32 hours but right now a full-time employee is 30 or above so the definition of full-time employee would have to change and that would affect a few more employees.
- Page 28 – Vacation leave – The County doesn't pro-rate for a partial month so this just makes sure it's calculated correctly.
- Page 29 – Use of sick-time for family illness, especially if the person qualifies for FMLA. Medical Certification from the doctor is the proof required for FMLA "serious health condition".
- Page 30 – Donated sick leave – department heads liked a suggestion made by Ms. Bouchard for changing the policy to be more like how school systems do it. If the County switches to that, it would be best to start it as of January 1 because you really need to get it on a calendar year. If that was what the Commission wanted to do, the language will be swapped out with the current wording.
- Page 31 – Phasing out of the grandfathered health insurance. Ms. Bouchard recommended that the Commission vote on that piece separately.
- A motion was made by Commissioner Carol Maines to approve the language in the 2012 Knox County Personnel Policy as presented for eliminating grandfathered health benefits. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.
 - Page 32 – Commissioners participating in the health insurance.
 - Page 42 – Personal leave of absence (LOA). The only change was taking out "full-time" because a part-time person might be in need of a leave of absence.

- A motion was made by Commissioner Richard Parent to approve the 2012 Knox County Personnel Policy as presented with changes conveyed verbally by HR Consultant Laurie Bouchard. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

2. Act to Approve FFY2013 EMA Strategic Work Plan (taken out of order).

EMA Director Ray Sisk briefly reviewed some changes to the Work Plan from the previous year. He stated that he was looking for endorsement of the plan by the Commission and asked that the commissioners sign a copy to keep on file.

Director Sisk also pointed out some ongoing projects that he was especially happy with the progress of, including the work his Operations & Resources Planner has done in building positive relationships and partnerships between the municipalities and the County. Director Sisk also mentioned efforts made to secure Emergency Management Program Grant funding (EMPG) which will help with the funding for the EOC center at 301 Park Street.

- A motion was made by Commissioner Richard Parent to approve the FFY2013 EMA Strategic Work Plan as presented. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

3. Act to Approve and Sign Union Contract with the Fraternal Order of Police (taken out of order).

The final approved version of the union contract between Knox County and the Fraternal Order of Police (FOP) has been ratified by the membership of the FOP. Once signed by the Commission and the Sheriff it will be signed by the Union leadership. It was noted that Commissioner Parent had attended the union negotiation meetings.

Administrator Hart briefly called attention to a few changes made to the contract:

- Page 12-13 promotion points (just removed the percentages), employees will now do letter of intent instead of a job application when they want to be considered for a promotion, and the sheriff's option added in so that she can choose from the top three scorers since the person with the top score isn't always automatically the best choice.
- Page 14-16 the language for the job evaluation administration policy mirrors what's in the personnel policy for the most part. Sections 9, 10, 11 were additions requested by FOP and agreed to by both sides. Detail pay has always been included but it hasn't been spelled out in the contract before.
- Page 27 the health insurance language is the same as in the personnel policy – phasing out of grandfathered health benefits at a rate of 5% per year.
- Appendix A – the evaluation form was taken out because the County is developing new forms. The contract just refers to the “County's approved evaluation form”.

Commissioner Maines asked if the vote was close. Deputy Elwell stated that the vote was unanimous.

- A motion was made by Commissioner Richard Parent to approve and sign the union contract with the Fraternal Order of Police. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

4. Act to Approve and Sign Union Contract with the National Correctional Employees Union.

Administrator Hart explained that the final draft of the contract between Knox County and the National Correctional Employees Union (NCEU) has not been ratified by the membership of the NCEU yet because they haven't met to vote on it. It was therefore not ready yet to be approved or signed by the Commission. He asked that the agenda item be tabled.

For information's sake, Administrator Hart noted that the County will be implementing the wage adjustments for union employees the first payroll after the contract is signed retroactive to January 1st, and non-union employees will get their wage adjustments in the August 24th payroll, also retroactive to January 1st.

The Commission discussed possible dates to meet to approve the contract after the union approves it. Dates were also discussed to review the Jail FY13/14 Budget which has to be submitted to the BOC before September 1st. Administrator Hart stated that he would call the commissioners later to set those up.

- A motion was made by Commissioner Richard Parent to table approval of the NCEU contract. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

5. Act to Approve and Sign Agreement with the Tenants Harbor Water District.

This agreement allows the Knox Regional Communications Center to be able to use two backup generators located at Wellshead Road in Tenants Harbor that are owned by the Water District.

- A motion was made by Commissioner Richard Parent to approve and sign the agreement with the Tenants Harbor Water District. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

6. Act to Approve and Sign Letter to the Federal Department of Labor and Authorize the Chair to Sign.

Commissioner Moody explained that Bill Whitten, Cumberland County Assistant Administrator authored a letter to the Department of Labor in coordination with a Statewide coalition of County and local elected officials who oppose the Governor's intention to consolidate all the workforce training funds under his direct administration. The Governor has recognized that there needs to be some local help to operate these programs but he wants the chambers of commerce to do it. There's no money in the chambers to do it and they don't have the ability or the resources/manpower to do it. There are also plenty of communities who do not have chambers of commerce. Those communities would be left unrepresented. This isn't something the chambers volunteered for or even wanted to do.

- A motion was made by Commissioner Carol Maines to approve and the letter to the Federal Department of Labor and authorize the Chair to sign. The motion was seconded by Commissioner Richard Parent. A vote was taken with all in favor.

7. Act to Award 301 Park Street Knox County Public Safety Building Renovation and Addition Bid and Authorize the County Administrator to Sign all Construction and Associated Documents (taken out of order).

The RFP went public on June 11 with a mandatory pre-bid meeting and site walk held on June 18th. Twelve General Contractors were in attendance. The County received six bids on the 24th with Ganneston Construction being the low bidder with a base bid of \$1,257,144 and with the addition of seven bid alternates a total bid of \$1,305,192. After meeting with Ganneston Construction several times, including a meeting on August 9th with Knox County representatives, Gartley & Dorsky representatives, and Ganneston Construction and their subcontractors, Administrator Hart recommended awarding the bid to Ganneston Construction in the amount of \$1,212,286. He also asked for authorization to sign all construction and associated documents.

The RFP has gone out for the Communications piece and we will need to have a special commission meeting later this month to award that before we know the exact total for the project.

Mike Adams from Ganneston Construction asked if the Commission wanted to do a groundbreaking. He suggested that it might be worthwhile doing because these sorts of events help to lift the spirits of the community. Ganneston Construction will start mobilizing the first of the week after signing the contracts on Thursday morning.

- A motion was made by Commissioner Richard Parent to Ganneston Construction with a base bid of \$1,257,144, and with the addition of seven bid alternates a total bid of \$1,212,286 and to authorize the County Administrator to sign all construction and associated documents. The motion was seconded by Commissioner Carol Maines. A vote was taken with all in favor.

VI. Discussion Items

1. Update on CLEO.

Commissioner Parent explained that “CLEO” is an acronym for Chief Local Elected Officials, which is essentially part of the Coastal Counties Workforce, a local investment board. It was noted that this was already mostly discussed under Action Item #6.

VII. Other Business

Groundbreaking at the 301 Park Street

Date set for Tuesday, August 21st at 8 a.m.

Island Coalition

Commissioner Moody commented that he was invited to attend the next meeting of the Island Coalition. It’s being held at the island institute Friday the 24th 10 am to 2 p.m. He asked if either of the other two commissioners wanted to go. Commissioner Maines said that she wanted to so Commissioner Moody said that he would let Vinalhaven Town Manager Marjorie Stratton know.

VIII. 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 5:06 p.m.

Respectfully submitted,

Candice Richards
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on September 11, 2012.