

## COMMISSIONERS MEETING

February 3, 2021

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, February 3, 2021 A. D. at 4:30 P. M.

### COMMISSIONERS PRESENT:

Richard R. Dutremble  
Richard Clark  
Robert Andrews  
Allen Sicard  
Donna Ring

County Manager Gregory Zinser and Deputy County Manager Linda Corliss were present at the meeting.

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#### 02-03-2021 ITEM

#### 1 PUBLIC COMMENT(S) ON ANY ITEM(S)

Janet Drew of York ME stated that she had written to Sheriff King and asked for statistics dealing with the trauma of incarceration and drug use. He said he supplied that information on diversions to the Commissioners. She asked for this information. Sheriff King addressed the Board and asked Ms. Drew for clarification of the information she is seeking. She explained that she is looking for what kinds of numbers the Sheriff is seeing regarding people being diverted from jail into another process. Sheriff King responded that they do not keep those. Janet Drew replied that it seems important that we should know this in order to avoid family trauma. Statistics are how you start to understand. Sheriff King explained that his department does work with coming up with alternate situations such as a community project in lieu of an arrest. He went on to state that he can assure Ms. Drew that all of the police departments are trying to avoid arrests and do some kind of alternate sanctions. Our jail population is way down, stated Sheriff King.

#### 2 TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS:

a. Regular Meeting of January 20, 2021- Commissioner Clark motioned to approve the minutes with corrections as stated. Commissioner Sicard seconded the motion. Vote 4-1 with Commissioner Andrews abstaining as he was not present at the 1-20-21 meeting.

**3 TO APPROVE TREASURER'S WARRANTS**

- a. Approve treasurer's warrant dated January 20, 2021 in the amount of \$384,217.83  
Commissioner Clark motioned to approve the warrant. Commissioner Sicard seconded the motion. Vote 5-0.
- b. Approve treasurer's warrant dated January 27, 2021 in the amount of \$236,002.56  
Commissioner Clark motioned to approve the warrant. Commissioner Sicard seconded the motion. Vote 5-0.

**4 TO HEAR ANY REPORTS FROM THE COUNTY COMMISSIONERS**

Commissioner Clark informed all that Coastal Counties Workforce (he sits on their Board), an organization that works with people have difficulties getting jobs, has received a \$2.5 million Federal grant to use in training for healthcare workers for rural areas.

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

- a. Finance Director update-

County Manager Zinser informed all that he, Commissioner Dutremble and Deputy Manager/H.R. Director Corliss conducted five interviews on Monday. He added that they are meeting tomorrow to discuss further, and he is hopeful that they might advance a name to the Commissioners at the next meeting.

County Manager Zinser stated that he has an update regarding (COVID-19) vaccinations. He continued that EMA Director Art Cleaves and he have been in contact with the CDC regarding the vaccination process. These conversations have culminated in the county securing a building (former Marshalls store in Sanford) to give vaccines. We received final clearance from our legal team this morning and the Contract just came in today, stated the County Manager. The County will rent the building through December 31, 2021 as a mass vaccination site. County Manager Zinser stated that he had notified the Commissioners this morning that the contract was complete and added that this item can be moved to a special meeting if the Commissioners would like. Director Cleaves is on this call if anyone has any questions.

Commissioner Sicard asked if the County is just renting this building and if EMA personnel will administer shots. County Manager Zinser responded that this is a collaborative effort; an all-hands-on deck situation. Southern Maine Healthcare will be part of process and has committed some staff. We still need about 40 people, explained the County Manager. CDC will be taking part in this process with us.

EMA Director Art Cleaves explained that his agency is working with Southern Maine Healthcare and York Hospital to put an effort together. He continued that the hope is to get 1000 individuals vaccinated a day once we can get this building up and running. Director Cleaves added that they are trying to get the building set up before February 15th. He continued that EMA's other effort to utilize its incident management to fire stations to give vaccines has been highly successful. Director Cleaves added that they will have to work with the towns to get the balance of the staff put together.

Commissioner Dutremble commented that he saw on the news that the Federal Government is working with Walgreens to get people vaccinated. He asked how will that affect us?

EMA Director Art Cleaves responded that FEMA made those resources available as well as mega centers that will have the ability to vaccinate 6000 people a day.

Commissioner Sicard asked if the inside of the building is in good condition and is

a week realistic to get it ready? And are any of those costs part of the Federal reimbursements? Director Cleaves replied that there are individuals looking at the fixtures that have to go into the building. The building is clean and the bathrooms are working. Chief Hooper has offered to manage the site, stated Director Cleaves. The County Manager added that we are going to offer up some of our employees to donate to the cause a couple days a week. Commissioner Clark thanked Art and his staff for all of their work. He asked EMA Director Cleaves how will people know when they can have appointments to this site? Director Cleaves replied that Southern Maine Healthcare will put it out online and by other means. Commissioner Ring asked is this completely reimbursable by the Federal Government? EMA Director Cleaves replied that all expenses will be paid by FEMA. He continued that the rent for facility is pretty hefty. We will be turning those bills around monthly so we get our reimbursements pretty quickly, explained Director Cleaves.

Commissioner Sicard asked Director Cleaves if he is confident that Maine CDC can provide 1000 vaccines a day? What is your confidence level on availability? Director Art Cleaves responded, "you hit the nail on the head." He stated that he does not know. A large number of vaccines (1000 a week) are going to the hospitals. So, you are absolutely correct as we might not have enough doses. We do need some time to get the facility up and running so it will be fine to start administering a lower amount at first.

County Manager Greg Zinser asked the Commissioners if they want to move this to a special meeting Friday morning to approve the lease agreement or do they want to do it now?

Commissioner Clark motioned to hold a special meeting at 8:00 a.m. on Friday the 5<sup>th</sup>. Commissioner Sicard seconded the motion. Vote 5-0.

## **6 NEW BUSINESS**

a. H.R. Director Linda Corliss to present draft e-mail policy for Commissioner review and possible approval-

H.R. Director Linda Corliss addressed the Board and explained that the draft policy given to them clarifies what is already a standard practice in dealing with separation from employment. She asked the Commissioners if they had any questions?

Commissioner Clark- pointed out on items 2 & 3 "ex." to "e.g.," He asked if it should be made more specific of when these things occur? H.R. Director Corliss will add a line stating, "end of day when employee leaves."

Commissioner Ring stated that she wanted to make sure it is clear that H.R. will notify employees that their e-mail privileges will be gone. One of her issues, she stated, was there was no communication.

H.R. Director Linda Corliss replied that it will state that it is effective upon completion of the employee's last day of employment. Commissioner Ring stated that her situation was a unique one and a lot of information was lost and there was no communication and some disinformation.

Commissioner Clark stated that since he has asked for additional language (on this updated policy) he'd like it to come back at the next meeting for approval. He asked if this has been shared this with Union representatives or department heads? County Manager Zinser replied that it is really not a huge deviation. Commissioner Clark responded that he wants it shared. H.R. Director Corliss stated that after it is approved we would send it out. Commissioner Clark replied that he wants their comments prior. Commissioner Ring stated that she agrees.

- b. To seek Commissioner approval of RSU Deputy Contract – Commissioner Ring asked if this is a standard contract like the contract deputies for towns? There is no vehicle involved? County Manager Zinser replied, yes, it is and also, there is a vehicle but an old vehicle. The school hasn't asked us for a vehicle. Commissioner Ring asked what took so long to negotiate this? County Manager Zinser replied that it didn't take long as we discussed this in the spring. There were several follow ups and at the end of the day we got approval in January.

Commissioner Clark informed all that in Section 8, the word, "extension" is spelled wrong. He continued that we are now 7 months into this (agreement) so it should be re-written. He stated that he will vote for it, but this needs to be fixed the next time it comes around. It does not address the situation we are in, he continued. Please send it to our attorney or their attorney to modify language before we see it again, requested Commissioner Clark.

Commissioner Clark motioned to approve the School Resource Agreement with RSU 57. Commissioner Sicard seconded the motion. Vote 5-0.

- c. Commissioner discussion of Commissioner Ring's email to the Board dated January 12, 2021 (requested by Commissioner Ring to be postponed from the January 20, 2021 meeting)-

Item 1 of her letter- Prior to commencing, Commissioner Ring stated this was not intended to go forth all at once but that she will go down through this. She commented that one of her issues is there is no pay scale for non-union personnel in this county. She asked if the Dacri management tool is being followed as it says there should be a salary scale for non-union and we do not have one. Commissioner Dutremble asked how many non-union (employees) do we have? County Manager Zinser responded, about 22. Commissioner Dutremble asked if that included elected officials? The County Manager replied that number reflects non- union elected employees who work full time. We have less than 20 non-union, not elected employees, answered County Manager Zinser. He added that there are pay ranges for non-union positions. Commissioner Dutremble asked if a market value study had been done as he thought he recalled it had. County Manager Greg Zinser replied, that yes, there is one every couple of years from county to county. The last one was probably in 2019. He went on to state that we use them to see if we are comparable to other counties (as far as salaries). Commissioner Ring asked if these reports are only done for non -union employees. County Manager Zinser replied that it does cover some unionized positions but that it has been a while since he has looked at it. Commissioner Ring stated that non-union used to have pay scales years ago.

She continued that new positions are sometimes similar to Union positions and they don't get those types of raises. People that are doing certain work should be able to know what it pays. We need to have that to set a base for all employees. The county needs to be consistent, stated Commissioner Ring. County Manager Zinser replied that he can go back and review but that is not something he's aware of. The way we are doing it has been successful. If the Commissioners want us to look at this, we can. Commissioner Dutremble stated that there have been no pay scales since he has been here. Commissioner Ring stated that the county never discusses COLA when we are entering the budget year. It is just assumed with Non-Union- they just get it. They don't have to negotiate. I would like to see a COLA set. These employees deserve to know there is one and it should go across the entire pay scale, stated Commissioner Ring.

Commissioner Dutremble responded that COLA has to be negotiated with the Union. Commissioner Ring replied that the union hasn't got 2% in over 8 years.

Commissioner Dutremble replied that they get what they agree to. It has to be negotiated in the contract. Commissioner Ring responded that no employee (union) would refuse 2%. Commissioner Dutremble explained that we have labor laws to follow. Commissioner Ring replied that this would not violate any union laws. County Manager Zinser stated that he was listening to better understand these items as they are somewhat general. He added that he can go back and look at the current contracts and report to the Board how that works. Each contract has steps and then they have negotiated COLA's. Commissioner Ring stated that new employees' pay scale hasn't gone up in almost 7 years. County Manager Zinser stated that is a longevity issue. Commissioner Ring disagreed and stated it is a cost of living issue. Non-union has received it and union employees have not received an equitable pay raise COLA in the last 8 years, according to Commissioner Ring. She added that the County cannot hire Corrections Officers because of the pay. Those are the employees that haven't gotten COLA raises, according to Commissioner Ring. The County should give all employees the same COLA.

#3. Commissioner Ring- stated that we should be working harder to get contracts negotiated in a timely manner as she does not believe they have been in quite some time. Management needs to push more perhaps to get these done so we know what we have to have when we enter our budget seasons, recommended Commissioner Ring.

#4. Commissioner Ring stated that she thought it is time that the County starts reviewing their policies. Some are outdated and haven't been done for 10-12 years. I'd like to see a review of them. I would be more than happy to sit on a Board to do so, commented Commissioner Ring.

Commissioner Clark suggested that Commissioner Ring identify the outdated policies as this is a waste of time without specificity.

#5-Commissioner Ring stated that we need to make sure our county vehicles are parked in York County where they are supposed to be. We need to know where our equipment is. If a vehicle is not housed in York County, then it needs to be approved by the Board. Commissioner Clark asked if this is public information? Sheriff King replied that he did not know. Commissioner Ring responded that the statute she referenced in her letter states the Sheriff shall inform the Commissioners. Sheriff King asked Commissioner Ring if there is something in particular you want him to know? She replied, no.

#6. Commissioner Ring stated that she is curious if the Dacri Report is being used. County Manager Zinser replied, no and that it was done about 10 years ago to help to provide more structure. He added that it was also used to justify the creation of the H.R. position here in York County. A lot of those items (mentioned in the report) were accomplished many years ago, stated County Manager Zinser.

- d. To review and approve the Findings of Fact for the Pettigrew Tax Abatement Denial Appeal Hearing of January 20, 2021

Commissioner Clark motioned to approve and authorize the Chairperson to sign the Findings of Fact. Commissioner Sicard seconded the motion. Vote 5-0.

## 7 OLD BUSINESS

Commissioner Sicard asked when the Commissioners could expect to receive the final report on the jail COVID outbreak? The County Manager replied that he just received it

but had not looked at it. He will post it on the agenda for the Special Meeting. The County Manager added that the audit process begins on February 8<sup>th</sup>. Commissioner Ring asked why is it taking it so long? County Manager Zinser replied due to COVID and our staffing issues in Finance with there currently being no Finance Director.

**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)**

None

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

Susan Wiswall asked for an update on the Finance Director search as she missed the first part of the meeting.

**10 ADJOURN**

Commissioner Clark motioned to adjourn. Commissioner Sicard seconded the motion. Vote 5-0. Meeting adjourned at 5:30 p.m.

**COMMISSIONERS SPECIAL MEETING**

**FEBRUARY 5, 2021**

*YORK,ss*

At a special 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 Friday, February 5, 2021 A. D. at 8:00 a.m.

**COMMISSIONERS PRESENT:**

Richard R. Dutremble  
Richard Clark  
Robert Andrews (VIA ZOOM)  
Allen Sicard  
Donna Ring

County Manager Gregory Zinser and Deputy County Manager Linda Corliss were present at the meeting.

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**02-05-2021      ITEM**

**1      PUBLIC COMMENT(S) ON ANY ITEM(S)**  
None

**2      TO REVIEW AND POSSIBLE APPROVAL OF LEASE FOR SANFORD SITE FOR COVID-19 VACCINATIONS**

County Manager Zinser explained that the County has reached an agreement with the leasing firm for the Sanford site. The Agreement has been approved by our legal counsel, explained County Manager Zinser. It will be the first mass vaccination site in York County and goes hand in hand with the work EMA had been doing here. He added that the rent is \$22,000 monthly. EMA Director Cleaves is also on the ZOOM call if Commissioners have any questions, reported the County Manager.

Commissioner Sicard asked what it will take to get the site ready for occupancy.

County Manager Zinser stated that Southern Maine Healthcare and CDC will be assisting with equipment and materials. Commissioner Sicard replied that we need a lot of equipment to include computers.

EMA Director Cleaves stated that there will be some additional expenses. Southern Maine Healthcare is assisting with a lot of these items. The software system for registration will be brought in by them. Signage will also be needed. EMA Director Cleaves informed all that York Hospital has opted to proceed with an independent effort. Director Cleaves added that an MOU was signed with the CDC and they will also contribute a lot to this site. Anything that goes into this site is reimbursable, stated Director Cleaves.

Commissioner Sicard asked about personnel and will they be volunteers or paid?

EMA Director Cleaves explained that he and Chief Hooper participated in a conference call with Southern Maine Healthcare and put a model together that shows about 50 people are needed to run the vaccination center. Again, this cost is fully reimbursable. Sanford P.D. can start as soon as needed with staff to assist with security.

Commissioner Clark asked if there will be on-site, designated parking. EMA Director Cleaves responded that he is uncertain but that they will try to block parking off for some who have difficulty getting around. We have not spoken to anyone yet there at the shopping center.

Commissioner Clark said this is a concern as many people have mobility problems.

Director Cleaves replied that they had toured the Scarborough Downs site and that they do have help for people to get around so they will certainly look into this.

Commissioner Andrews asked if we have looked into additional insurances and liability and what about publicity? We can have this great facility, continued Commissioner Andrews, but people need to know that it exists. County Manager Zinser replied that the insurance related issues and liability related issues are all addressed in the contract and the Maine Tort Claims Act. Commissioner Andrews asked about publicity and scheduling -how are they being handled?

EMA Director Cleaves explained that there is a scheduling process that takes place. All involved will train on this system and individuals wishing to receive the vaccine will register at home. They will receive a very specific time with 7 minutes between individuals. There won't be any mass grouping of people and there will not be lag time. Commissioner Ring asked if the cost of \$22,000 a month for rental of the building was researched and is it the market value for the area as it is a lot of money. County Manager Zinser explained that they worked with an area real estate agent and agreed that it is a lot of money.

Commissioner Clark motioned to approve the Agreement and authorize the County Manager to sign. Commissioner Sicard seconded the motion. DISCUSSION:

Commissioner Sicard asked if it was necessary to put in the motion other costs that will accumulate will be tracked and reimbursed. County Manager Zinser replied that is assumed but he asked for an amendment to the motion to authorize EMA Director Art Cleaves to sign the Agreement.

Commissioner Clark withdrew his motion. Commissioner Sicard withdrew his seconding of the motion.

Commissioner Clark motioned to approve the Agreement and authorize EMA Director Art Cleaves to sign the Agreement. Commissioner Sicard seconded the motion.

Vote (by roll call) 5-0.

Reporter Tammy Wells asked if there was a potential start date to open the vaccination site. EMA Director Cleaves replied that they are looking at February 15<sup>th</sup> but that there is lots of work to be done.

County Manager Zinser added that it is important to point out that it is also largely dependent on vaccine supply given to us for this site.

Commissioner Sicard reminded all that a previous meeting, EMA Director Cleaves stated that the site would not administer 1,000 vaccines a day upon opening but rather ramp up to that number. Director Cleaves stated this is correct.

### **3 TO MEET IN EXECUTIVE SESSION TO CONSULT WITH LEGAL COUNSEL PURSUANT TO 1 M.R.S.A. § 405 (6) (E)**

Commissioner Clark motioned to enter into executive session per the above-noted statute. Commissioner Sicard seconded the motion. Vote (by roll call) 5-0.

Attorney O'Brien present in this session.



Commissioner Clark motioned to come out of executive session. Commissioner Sicard seconded the motion. Vote (by roll call) 4-1 (with Commissioner Andrews no longer on the ZOOM call).

**4 TO TAKE ANY ACTION, IF NECESSARY**

Action taken: Commissioner Clark motioned to authorize the County Manager to release the report titled, "*Report Regarding COVID Outbreak at the York County Jail*" this afternoon (February 5, 2021). Commissioner Sicard seconded the motion. Vote (by roll call) 4-1 (with Commissioner Andrews no longer on the ZOOM call).

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

None

**6 ADJOURN**

Commissioner Clark motioned to adjourn. Commissioner Sicard seconded the motion. Vote 4-1 (with Commissioner Andrews no longer present on the ZOOM call). Meeting adjourned at 9:08 a.m.