

6 NEW BUSINESS

- a. To hear a poverty abatement denial appeal in executive session (REVIEW OF CONFIDENTIAL RECORDS PURSUANT TO 1 M.R.S.A. § 405 (6) (F))
- b. H.R. Director Linda Corliss to bring forth hiring committee's choice for Finance Director position for Commissioner vote

7 OLD BUSINESS

- a. H.R. Director/Deputy Manager Linda Corliss to bring updated "Separation of Employment" policy back to Commissioners for approval (previously brought before the Board at their January 20, 2021 meeting.

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)

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

10 ADJOURN

1 **COMMISSIONERS MEETING**

2 **February 17, 2021**

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5 *YORK,ss*

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7 At a regular meeting of the County Commissioners of the County of York, begun and
8 holden at the York County Government Building in Alfred, within and for the County of York, being held
9 on Wednesday, February 17, 2021 A. D. at 4:30 P. M.

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12 **COMMISSIONERS PRESENT:**

- 13 Richard R. Dutremble
- 14 Richard Clark
- 15 Robert Andrews
- 16 Allen Sicard
- 17 Donna Ring

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

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25 **YOU ARE INVITED TO RISE AND SALUTE THE FLAG OF THE UNITED STATES**

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27 **2-17-2021 ITEM**

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29 **1 PUBLIC COMMENT(S) ON ANY ITEM(S)**

30 Janet Drew of York ME (via ZOOM) asked how we are doing with reducing
 31 arrests in York County. One of the other counties have stopped all non- violent
 32 arrests, stated Ms. Drew. She continued that Sheriff King quoted that we have a
 33 similar program. Since COVID, the Board of Visitors hasn't had access to talk
 34 with prisoners but there is a mandate that the Board does talk with mentally
 35 challenged people and statute that Commissioners are required to visit the jail,
 36 stated Janet Drew. County Manager Greg Zinser responded that it is the
 37 Commissioner's obligation to inspect the jail. Typically, this occurs in the month
 38 of February but probably they will be doing this a bit later due to COVID. Sheriff
 39 King addressed Ms. Drew's concerns and stated that they have worked with the
 40 courts regarding the types of arrests and have an intake modification plan. We have
 41 diverted some arrests away and we require that police just issue a summons
 42 whenever practical. We still have telehealth and counselors still come in. Sheriff
 43 King continued that he has a very active Board of Visitors and we talk about these
 44 same issues. Later on in the meeting, he stated that he will be speaking to the
 45 Commissioners about a tablet that we will be introducing into the jail.
 46 Sheriff King stated that they don't keep statistics as to how many people are
 47 diverted away from jail. We don't know how many times police officers do that.
 48 Janet Drew finding out why they didn't divert (*when someone is placed in the jail*)
 49 might be helpful.

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2 TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS:

- a. February 3, 2021 Regular Meeting-
Commissioner Clark pointed out a correction and motioned to approve the minutes with the correction. Commissioner Sicard seconded the motion. Vote 5-0.
- b. February 5, 2021 Special Meeting- Commissioner Clark stated there was an error and then motioned to approve the minutes with the corrections. Commissioner Sicard seconded the motion. Vote 4- 1 with Commissioner Andrews abstaining.

3 TO APPROVE TREASURER’S WARRANTS

- a. February 3, 2021 in the amount of \$400,587.64
Commissioner Clark motioned to approve the warrant. Commissioner Sicard seconded the motion. Vote 5-0.
- b. February 10, 2021 in the amount of \$695,734.44
Commissioner Clark motioned to approve the warrant. Commissioner Sicard seconded the motion. Vote 5-0.

4 TO HEAR ANY REPORTS FROM THE COUNTY COMMISSIONERS

None

5 TO HEAR ANY REPORTS FROM THE COUNTY MANAGER

a. Give update on vaccination site
County Manager Greg Zinser stated that hopefully by the end of next week York County’s vaccination site in Sanford can be online. The issue is the IT for Maine Health. Director Cleaves is on the line if there are any questions, stated the County Manager. Director Cleaves echoed what the Manager said in that the center is pretty much ready to go. Two factors are what is the schedule for the vaccine and obtaining the vaccine other than what Maine Health is getting now so that we know the number of vaccines we are expecting in the following weeks. Commissioner Ring asked what the anticipated hours are for the facility. Director Art Cleaves replied it will be open 8 hours a day but that he will have to get back to her on the start time. Commissioner Ring asked if the site will be open Monday through Friday? EMA Director Cleaves responded that the intent is to work 6 days a week and that they may even ramp that up if the supply is enough. 1,000 vaccines a day is the goal, stated Director Cleaves and adding that perhaps even more than that. Commissioner Ring asked if there is enough staffing. Director Cleaves replied that staffing is looking very good. We will have volunteers from UNE and towns will supply (EMT’s). He added that he will have those numbers in a few days with specific names. Commissioner Sicard asked for confirmation that the City of Sanford will provide police support for traffic. Director Art Cleaves responded that yes, they have agreed to supply security on a day- to -day basis. Commissioner Dutremble asked how does one register? EMA Director Cleaves replied through Maine Healthcare. Maine residents can go online or call to register. Commissioner Dutremble asked how the person will be notified-through the center or Maine Health? Director Cleaves replied registration is centrally controlled through Maine Health.

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6 NEW BUSINESS

a. Commissioner review and possible approval of Securus contract- The County Manager explained that the jail currently has a contract with Securus for telephone communication. Sheriff King addressed the Board and said that COVID made us re-think a lot of things with one being video arraignment and visitation for inmates. We asked SECURUS about the tablet. They are willing to put in the infrastructure so we can get video signals into this secure area. It is a contract but it won't cost the taxpayers any money. The inmate pays for this usage.

Commissioner Clark asked if an inmate wants to make a call is it a collect call? Captain Bean explained that inmates can make calls using a debit account through SECURUS and it is a fee structured account. Commissioner Clark commented that there are a huge number of companies making a huge amount of money that he sees as exploitive. He continued that he would rather look at something that is less money rather than using a huge corporation in Texas which is what we are trying to push on people. Commissioner Clark continued that he doesn't think he will be voting for this contract. He added that he would hope the jail would be looking at other ways to do this at a reasonable cost and be able to treat people a little more equitably. Captain Bean explained that the tablets expand what we can give to the inmates such as phone calls from their cells. Defendants can reach out to their attorneys for free, also, commented Captain Bean. Sheriff King stated that he appreciated these comments. He continued that there was a recent article in the New York Times that talked about SECURUS. We had a conversation with the SECURUS representative about this. She said she is cognizant of that and they very strongly reviewed that. If there was another vendor that was more equitable, stated Sheriff King, we would look at that. We have to make sure the calls are recorded and restricted so, this is a huge expense. Sheriff King stated that he shared Commissioner Clark's frustration. There is a lot of upfront money and engineering that goes into this.

Commissioner Ring asked if she understood correctly that inmates can purchase a tablet and indigent inmates would have one to use. Captain Bean explained that actually, there will be "pool" tablets for use. For example, if there's an inmate that won't be at the jail long, he or she can use one of the tablets for about \$5 a month and they can keep in their cell and order a movie, etc. Commissioner Ring asked if they break it it's not the county's problem. Captain Bean responded, no, there is insurance for the tablets.

Commissioner Ring motioned to table this item to further review the contract. Commissioner Andrews seconded the motion. Vote 4-1 (Commissioner Sicard opposed).

b. To schedule a poverty abatement denial appeal (City of Sanford) (recommended date of March 3, 2021)

Commissioner Clark motioned to approve this date and directs the Manager's office to notify the parties. Commissioner Sicard seconded the motion. Vote 5-0.

7 OLD BUSINESS

None

8 TO CONDUCT AN EXECUTIVE SESSION ON PERSONNEL ISSUES PURSUANT TO 1 M.R.S.A. §405 (6) (A), ACQUISITION OF

151 **REAL PROPERTY OR ECONOMIC DEVELOPMENT PURSUANT**
152 **TO 1 M.R.S.A. § 405 (6) (C), LABOR NEGOTIATIONS PURSUANT**
153 **TO 1 M.R.S.A. § 405 (6) (D) AND CONSULTATION WITH LEGAL**
154 **COUNSEL PURSUANT TO 1 M.R.S.A. § 405 (6) (E), REVIEW OF**
155 **CONFIDENTIAL RECORDS PURSUANT TO 1 M.R.S.A. § 405 (6)(F)**

156 a. Conduct an executive session pursuant to 1 M.R.S.A. § 405 (6) (D) labor
157 negotiations- Commissioner Clark motioned to enter into executive session
158 pursuant to the above-noted statute. Commissioner Sicard seconded the
159 motion. Vote 5-0.

160 Sheriff King and Attorney O'Brien were present in this session.

161 Commissioner Clark motioned to come out of executive session.

162 Commissioner Sicard seconded the motion. Vote 5-0.

163 b. Discussions with legal counsel pursuant to 1 M.R. S.A. § 405 (6) (E)
164 Commissioner Clark motioned to enter into executive session pursuant to the
165 above-noted statute. Commissioner Sicard seconded the motion. Vote 5-0.
166 Commissioner Clark motioned to come out of executive session.
167 Commissioner Sicard seconded the motion. Vote 5-0.

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169 No action taken for either session.
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171 **9 PUBLIC COMMENT(S) ON ANY ITEM(S)**

172 ******HEARD before executive Sessions****** Janet Drew thanked the Commissioners for tabling
173 the SECURUS contract item. She commented that she believes there has to be better
174 ways coming or known (to provide this service). Cheryl Dearman Mills (via ZOOM)
175 asked what the cost per month for a resident of jail would be to use a tablet and are they
176 allowed to keep the tablet in their cell 24 hours a day? Sheriff King responded that they
177 don't have an exact cost but believes it to be around \$5 to \$6 a month and yes, they can
178 have it in their cell. Janet Drew asked if that cost would include all their
179 communications? Sheriff King replied, no, there is an individual charge for each call
180 they make but programming, education, law library, music is free.
181 Janet Drew asked what the cost is for calls inmates make? Sheriff King responded that
182 he was not sure but that SECURUS gives everyone two 30-minute phone calls per week.
183 They have been doing for 6 months.
184

185 **10 ADJOURN**

186 Commissioner Clark motioned to adjourn. Commissioner Sicard seconded the
187 motion. Vote 5-0. Meeting adjourned at 6:19 p.m.



Robert L. Andrews
District 1

Richard R. Dutremble
Chairperson
District 2

Allen R. Sicard
Vice-Chairperson
District 3

Donna L. Ring
District 4

Richard Clark
District 5

COUNTY COMMISSIONERS
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Gregory T. Zinser
County Manager

Kathryn A. Dumont
Assistant to the Manager

Linda M. Corliss
Deputy County Manager
Human Resource Director

February 26, 2021

TO: Greg Zinser
County Manager

FROM: Linda M. Corliss
H.R. Director / Deputy County Manager

RE: Separation of Employment Policy Amendment

At the last January 20, 2021 County Commissioner's meeting, the Commissioners directed me to share and seek input from all union representatives and non-union employees regarding the proposed amendment changes to the "*Separation of Employment*" policy, currently included in the York County Human Resource Policy Manual.

I received feedback from one non-union employee regarding clarifying language reference to who has the final authority to terminate a County employee. This language was incorporated into the final draft I have submitted for Commissioner's review.

I am respectfully requesting to have this item added to the next available County Commissioners agenda as per their request.

York County Human Resource Policy Proposed Change

Policy: Separation of Employment

Purpose: The purpose of the policy change is to further clarify the protocols that occur when an employee separates from county employment.

Policy currently reads:

Termination of employment occurs when an employee resigns, retires, is discharged, or is fired. Layoff occurs when the person is separated due to economic reasons or when the position is eliminated.

An employee may resign from County service in "good standing". "Good standing" shall mean the submittal of a written notice fourteen (14) calendar days in advance of the last day actually worked. The County Manager or designee may waive this period of notice if extenuating circumstances exist. The failure of a resigning employee to comply with this rule will be cause for denying future employment with the County.

The County Manager or designee may conduct a termination or exit interview not later than the employee's last working day, or earlier.

If any County property in the employee's possession has been lost or damaged, the cost of replacing such property may be deducted from the employee's final paycheck. However, in the case of non-exempt, hourly employee, the amount deducted shall not reduce the employee's earnings for the final pay period below the current minimum wage.

The Department Leader is responsible for filling out the change of position form and getting this form to the County Manager or designee.

RECOMMENDED AMENDED POLICY:

Purpose: It is the policy of the County of York to ensure that employee terminations, including voluntary and involuntary termination, are handled in a professional manner and with minimal disruption to the workplace.

Voluntary Terminations

A voluntary termination of employment occurs when an employee submits written or verbal notice of resignation, including intent to retire, to his/her supervisor or when an employee is absent from work for three consecutive workdays and fails to contact his/her supervisor (job abandonment).

Procedures:

1. Employees are requested to provide a minimum of two weeks' notice of their intention to separate employment. The employee should provide a written resignation notification to his/her supervisor. Failure to provide advanced notification may result in cause for denying future employment with the County.

2. Upon receipt of an employee's resignation, the manager shall notify the human resource (HR) department by sending a copy of the resignation letter and any other pertinent information (ex. Reason for leaving, last day of work, etc.).
3. The HR department will coordinate the employee's departure from the County. This process will include the employee's returning of all company property (ex. Uniforms, equipment, cell phones, computers, keys, identification cards, etc.) and termination of access privileges (ex. Email, work related applications/accounts, and building access). Failure to return County property may result in a deduction of cost in the final paycheck as applicable under state law.
4. An exit interview may be conducted in person prior to the last day of employment or in writing within thirty days of separation.

Involuntary Terminations

An involuntary termination of employment, including layoff of over 30 days, is a management issued recommendation with or without cause. Except for probationary status employees, only York County Commissioners have the authority to terminate a County employee.

Procedures:

1. Before any action is taken to involuntarily discharge an employee, except for employee's on probation, the employee's department leader must request a review by the County Commissioners.
2. The County Commissioners will be responsible for reviewing the circumstances and determining if discharge is warranted.

Final Pay

An employee who resigns or is discharged will be paid through the last day of work, plus any unused paid time off (PTO) or accrual time (ex. Vacation, sick, admin.), less any outstanding advances or other agreements the employee may have with the County, in compliance with all applicable state laws. In cases of an employee's death, the final pay due to that employee will be paid to the deceased employee's estate or as otherwise required by state law.

Health Insurance

Medical, dental and vision insurance coverage terminates immediately or on the last day of the billable month as determined by contract. Information about COBRA continuation coverage will be provided to the individual or to any survivor(s) who were covered under the employee's policy.