

1 **COMMISSIONERS MEETING**

2 **April 3, 2024**

3  
4  
5  
6 YORK,ss

7  
8 At a regular meeting of the County Commissioners of the County of York, begun and  
9 holden at the York County Government Building in Alfred, within and for the County of York,  
10 being held on Wednesday, April 3, 2024, A. D. at 2:30 P. M.

11  
12  
13 **COMMISSIONERS PRESENT:**

- 14 Richard R. Dutremble
- 15 Richard Clark
- 16 Robert Andrews
- 17 Justin Chenette
- 18 Donna Ring

19  
20  
21 County Manager Greg Zinser and Deputy Manager Linda Corliss were present at the meeting.

22  
23 **YOU ARE INVITED TO RISE AND SALUTE THE FLAG OF THE UNITED STATES**

24  
25 **04-03-2024 ITEM**

26  
27  
28 **1 PUBLIC COMMENT(S) ON ANY ITEM(S)**

29 Janet Drew spoke (via Zoom) about a hunger strike at Maine State Prison.

30  
31 **2 TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS:**

- 32 a. Commissioners' meeting of March 20, 2024
- 33 Commissioner Chenette motioned to approve the minutes of the March 20,
- 34 2024 meeting. Commissioner Ring seconded the minutes. Vote 5-0.

35  
36 **3 TO APPROVE TREASURER'S WARRANTS**

- 37 a. Warrants to be approved on March 20, 2024, 2024 in the amount of
- 38 \$392,289.05
- 39 Commissioner Clark motioned to approve the warrants. Commissioner
- 40 Andrews seconded the motion.
- 41 Vote 5-0.
- 42 b. Warrants to be approved on March 27, 2024 in the amount of \$646,340.06
- 43 Commissioner Clark motioned to approve the warrant. Commissioner
- 44 Andrews seconded the motion. Vote 5-0.

45  
46  
47

48 **4 TO HEAR ANY REPORTS FROM THE COUNTY**  
49 **COMMISSIONERS**

50 Commissioner Chenette asked about the county courthouse space utilization as he  
51 is getting a lot of questions. He asked the County Manager if at a future meeting,  
52 there could be a discussion on this as his constituents want to know.

53 County Manager Zinser responded that he can give an update now. He continued  
54 that Probate and Deeds are on all of the first floor. He added that there are three  
55 potential tenants right now but they have asked to remain anonymous at this time.  
56 If those come to fruition, explained the County Manager, they will come to the  
57 Board.

58  
59 Commissioner Chenette asked if we have a winter storm policy regarding meeting  
60 changes that is articulated somewhere or is it on a case-by-case basis? County  
61 Manager Zinser replied that it is on a case-by-case basis where he discusses the  
62 situation with the Chairperson of the Commissioner Board. The determination is  
63 then made by the consensus of the Board. Commissioner Chenette commented that  
64 he was curious if other counties have a policy so the public would know what the  
65 action would be. He went on to say that it is difficult to get the word out and  
66 therefore, challenging for our constituents when we make that sudden shift. But, if  
67 the Policy was articulated enough in advance as to what takes place, this would not  
68 happen. It is not in the best interest of our constituents to randomly pick a time,  
69 commented Commissioner Chenette.

70  
71 Commissioner Dutremble informed all that it doesn't look like we will get any  
72 more funds for jails.

73 Commissioner Ring inquired as to how much we were looking to get out of the  
74 additional funding?

75 Commissioner Dutremble responded, \$7 million. Commissioner Ring asked, just  
76 York County?

77 County Manager Zinser explained that they haven't determined how they will  
78 distribute the \$ 4million.

79  
80 **5 NEW BUSINESS**

81 a. Brian Beard, Public Affairs Specialist, Office of Disaster Recovery  
82 and Resilience, Small Business Administration to announce available  
83 programs for disaster survivors in York County  
84 County Manager Zinser introduced Mr. Beard.

85 Brian Beard explained that his agency works alongside FEMA to offer  
86 low interest long term loans for storm damage that is not covered by insurance.

87 He continued that eight counties are included in the current disaster  
88 declaration. There are no payments or interest in the first year. Mr. Beard  
89 informed all that May 20, 2024 is the deadline for loans.

90 Mr. Beard stated that the Disaster Recovery Center is currently at the Wells  
91 Fire Station seven days a week.

92  
93 b. County Manager Greg Zinser to begin review of 'FY25 County budget  
94 County Manager Zinser began by giving a high-level overview of the budget  
95 and stated that the overall increase is 7.38% resulting in a 9.6% tax increase  
96 even though the budget itself is at 7.38%. All departments have increases

97 except for EMA with wages and benefits and contracted costs being the  
98 drivers.  
99 **Supplemental-** The County Manager explained that this reflects the proposed  
100 tax bill to every town.  
101 **LD-1-** We are \$300,000 under the LD-1 limitation, explained the County  
102 Manager.  
103 Revenues are stagnant and decreasing, explained County Manager Zinser.  
104 There is not a lot of revenue sources other than revenue assessments. Deeds  
105 recording is down and we are recommending a decrease in deeds recording,  
106 County Manager Zinser informed all.  
107 Commissioner Dutremble asked if we rent some of the spaces will that increase  
108 revenue for this year?  
109 The County Manager replied that \$50,000 worth of rent will amount in a little  
110 bit of revenue. He added that we are talking with some other quasi-  
111 governmental organizations.  
112 County Manager Zinser explained that the State gets 90% of the transfer tax  
113 from Deeds and the County only gets 10%. There is a concern that the State is  
114 going after the 10%. We sent a letter to Maine Revenue.  
115 Commissioner Chenette stated that our budget increase last year was 5.8% and  
116 the tax increase was 5%.  
117 County Manager Zinser replied that in reviewing other municipalities (in York  
118 County), our increases are not that far off.  
119 Commissioner Dutremble added that looking at the historical view page,  
120 sixteen years ago we were under a 1% increase. Inflation is causing these huge  
121 numbers.  
122 Commissioner Chenette asked if the budget reflected any of the additional  
123 monies that we might have to allocate additional monies for ARPA projects?  
124 County Manager Zinser replied that those projects are not in this budget right  
125 now. As you may recall, stated County Manager Zinser in late December, we  
126 asked for year-end transfers and the funds went into reserve accounts. All  
127 ARPA money is allocated.  
128 Commissioner Chenette asked if we have a cost above and beyond, what has  
129 been allocated. Where would that come from? None of that uncertainty is  
130 factored into the budget, he asked.  
131 County Manager Zinser replied, no, but we have healthy reserves that we can  
132 use. There will be a long period of construction. By the time the construction  
133 happens, we will be in another couple of fiscal years. He continued that we are  
134 off by \$3 million right now with the building funding. We have \$1.8 million in  
135 CDS funding for equipment. Another request was approved for \$1,630,000.  
136 The vast majority of the shortfall is really the contingencies that we are asking  
137 to contribute for.  
138  
139 c. Register of Deeds Nancy Hammond to present budget -Nancy Hammond  
140 stated that the number of documents recorded in the Deeds office recorded year  
141 to date is down 6% from last year at this time. The increase in transfer tax is  
142 slightly less than 1%. She continued that we need \$780,000 to meet our  
143 projected revenue. Last year we brought in \$563,000. We are looking at a  
144 \$225,000 shortfall in revenues.  
145 Register Hammond informed all of the changes in efficiency in the Deeds  
146 office with staff members decreased to seven. One employee transferred to

147 another department so we will be looking to replace her, explained Register  
148 Hammond.  
149 Commissioner Ring asked about the records management systems budget line  
150 being decreased and moved to preservation. Register of Deeds Nancy  
151 Hammond explained that reflects funds for archival work for microfilm. She  
152 continued that there were no real guidelines. Therefore, she is trying to shift  
153 some of the burden off from the budget and onto the preservation account.  
154 County Manager Zinser informed all that Paige Lilly has assisted with archives  
155 review and we are preparing a job description for that (position).  
156 Deputy County Manager/H.R. Director Corliss will bring that (job description)  
157 forward the second meeting in May.  
158 Commissioner Ring asked isn't it a new position? County Manager Zinser  
159 replied, technically, yes, but we are using existing funds for it.  
160 Commissioner Ring stated that the budget doesn't reflect it as new but it  
161 should.  
162 County Manager Zinser replied that he thought it was in last year's budget as  
163 well but you (Commissioners) would have to approve the position.  
164

- 165 d. District Attorney Kathy Slattery to present budget-  
166 District Attorney Slattery addressed the Board and stated that the District  
167 Attorney's office had a year of change and chaos, but they are all in one office  
168 now. She expressed her gratitude for the support of the Commissioners. D.A.  
169 Slattery provided statistics of cases to include that 7,602 cases were reviewed  
170 with 104 fugitives processed, 210 probation cases, 275 deferred disposition  
171 cases and \$331,000 in restitutions were paid out to crime victims.  
172 D.A. Slattery explained the substantial increase in her software line as new  
173 software being needed.  
174 D.A. Slattery informed all that the Layman Way Recovery Center had 47  
175 referrals in 2023. To date in 2024, there have been 21 referrals. Of those, five  
176 have been accepted and six have graduated.  
177 County Manager Zinser added that the cost of rental of the Graham Street  
178 Building that houses the District Attorney is \$106,000.  
179 Commissioner Ring asked about the meals and lodging line.  
180 D.A. Slattery explained that reflects the cost of the annual State-wide  
181 conference. Her staff attends continuing legal education classes.  
182 D.A. Slattery added that some members of York County's victims' advocates  
183 did help out in Lewiston.  
184 Commissioner Ring asked if the county pays for the attorneys (in D.A.'s  
185 office) to go?  
186 District Attorney Slattery replied, yes.  
187 Commissioner Ring asked about the Maine pay FMLA line in the budgets.  
188 County Manager Zinser explained that it is a new law that goes into effect in  
189 2025. It is paid family leave and there is a tax of 1% on employers. We are  
190 only required to raise and appropriate ½ of 1%.  
191 Commissioner Chenette asked if the MEDATS update is the software?  
192 D.A. Slattery replied that is the part of the entity that supports the software.  
193 The large increase is the actual software.  
194

- 195 e. EMA Deputy Director Megan Arseneault to present budget-  
196 County Manager Zinser explained that this budget contemplates taking the  
197 Chief Fire Administrator out of EMA and moving the position to the Regional

198 Training Facility budget. Additionally, the Juvenile Fire Prevention budget  
199 was moved into the EMA budget.  
200 Commissioner Chenette stated that now that we've moved it, there is an  
201 increased amount and no previous budget line.  
202 County Manager Zinser replied that there is no change.  
203 Commissioner Chenette stated that there is a differential there we are just not  
204 noting it. It doesn't show anywhere in the document.  
205 Commissioner Ring commented that it might be helpful to put an amount for  
206 the budget committee.  
207 Commissioner Ring stated that she has concerns with moving the Fire Chief  
208 Administrator position into its own account.  
209 There is \$3,000 in this budget for supplies. He has uniforms, vehicles, etc.  
210 Shouldn't that be moved into that account, Commissioner Ring asked?  
211 County Manager Zinser responded that there is a conversation ongoing as to  
212 not allowing him to use a vehicle. He continued that he and EMA Director  
213 Cleaves agree that this is new and an uncoupling from the EMA department.  
214 Commissioner Ring replied that you could calculate a vehicle.  
215 She commented that she understands a lot of EMA expenditures are  
216 reimbursable but are none of the Fire Administrator's (expenditures)  
217 reimbursable?  
218 She added that there are a lot of reimbursed expenditures as we don't see that  
219 here.  
220 Commissioner Ring continued that one of her "beefs" is EMA's budget grows  
221 every year more than anyone's. We have \$260,000 (in reimbursables) but their  
222 budget is now \$780,000 so we are spending \$500,000 a year.  
223 County Manager Zinser commented that this is money well spent.  
224 County Manager Zinser introduced Deputy EMA Director Megan Arsenault to  
225 talk about some of EMA's initiatives that they are working on including the  
226 dredge.  
227 Deputy Director Arsenault shared some statistics and accomplishments to  
228 include weather exercises with the National Weather Service and active shooter  
229 response. Town Managers and School officials took part in the active shooter  
230 response with the number of participants near 200.  
231 We have developed alerts and warnings and now have ten more communities  
232 utilizing RAVE. EMA has also offered coastal resilience planning as we have  
233 responded to several types of storms this year.  
234 Deputy Director Arsenault informed all that a Federal disaster was just  
235 declared.  
236 She added that EMA will be updating their County Emergency Preparedness  
237 Plan. Also, EMA is offering a preparedness training series for the public.  
238 Deputy EMA Director Arsenault explained that their budget increases are due  
239 to increased costs. She added that EMA is fortunate that they are able to take  
240 advantage of grants to include the EMPG and Homeland grants amounting to  
241 \$320,000 as well as a Seabrook grant in the amount of \$36,000.  
242 Commissioner Chenette asked regarding dredge management, do we think  
243 there is a need to have a contingency fund for the ongoing maintenance and  
244 other expenses?  
245 County Manager Zinser responded that is a great question. He stated that he  
246 and EMA Director Cleaves have had a lot of conversations about this. EMA  
247 has access to other sorts of funds such as earned money from disasters and the  
248 vaccine center. All funds reports you would see. We believe that we do have

249 enough funding at this time to get the dredge in. As we move forward, I don't  
250 know, stated the County Manager.  
251 EMA Director Cleaves stated to the Board that the hope is that once we get the  
252 dredge operational those costs would be a fully burdened rate. We are working  
253 on Memorandum of Agreements with the towns and they will be paying back  
254 for any work done with the dredge. Therefore, it should be self-sustaining in  
255 the long term. We are also receiving, explained Director Cleaves, reimbursed  
256 funds from FEMA for damage.  
257 Commissioner Chenette asked if we should allocate some resources to align  
258 just in case. EMA Director Cleaves stated that FEMA's process to reimburse is  
259 a one to two year process so he wants to make sure there is enough flexibility.  
260 County Manager Zinser responded that funds are in our contingency and we  
261 are required to replenish.  
262 He continued that some of the rent for Graham St had come out of the  
263 contingency. This will be the first year it is fully recognized in the budget.  
264 Commissioner Dutremble commented that with grants for us over \$1 million,  
265 there is no discussion from him that their budget should be approved.  
266 County Manager Zinser agreed and stated that from his talks with Town  
267 Managers throughout the county, 1-800 call EMA is one of the quotes that  
268 comes up.  
269 Commissioner Dutremble thanked EMA employees for the job they do.  
270 Commissioner Chenette stated that he has one lingering question regarding the  
271 Juvenile Fire program. Do we have an update as to the status of that program,  
272 he asked?  
273 County Manager Zinser stated that we are still having a problem with hiring  
274 two part-time positions. We were very lucky with the two prior employees.  
275 We have advertised multiple times for the positions, he explained. We have  
276 still been doing some of that work. We are hoping that when we put it into  
277 EMA, we can maybe bring on a full-time position that might work better.  
278 Commissioner Ring stated that it looks like we have spent money (in that  
279 budget).  
280 Chief Fire Administrator Hooper explained that the program is still active.  
281 Commissioner Ring questioned that only \$446 has been used to pay reserves.  
282 County Manager Zinser explained that this is probably not being properly  
283 recognized.  
284  
285 f. Facilities Manager Rick deRochemont to present budget-  
286 Facilities Manager Rick deRochemont explained that his budget reflects a  
287 couple of substantial increases that are contractual, so we didn't have a choice.  
288 He went onto explain that it has been difficult for RFPS. Vendors aren't  
289 putting in for RFPS anymore. He cited the heating RFP as an example and  
290 explained that we had a few vendors, but the only vendor that completed the  
291 RFP correctly was the one we had to go with. We only had one response to the  
292 plowing RFP. It was the contractor we had used before.  
293 Manager DeRochemont explained that his general repairs budget line includes  
294 the Biddeford D.A.'s building so he had to increase it.  
295 He went on to state that it has been a busy year in his department with the loss  
296 of employees.  
297 Commissioner Ring asked how many buildings do we pay electrical and  
298 heating for?  
299 County Manager Zinser replied, this building, food pantry, and the courthouse.

300  
301 Commissioner Chenette stated that he is curious as to why it is difficult to get  
302 RFPS filled and wondered if we should do something differently.  
303 Facilities Manager Rick DeRochemont replied explained that we also reached  
304 out to vendors for lawnmowing and only one person (representing a business)  
305 showed up and the cost was very high.  
306 County Manager Zinser added that we are not alone with putting out RFPs and  
307 getting no replies.  
308 Commissioner Ring asked Facilities Manager DeRochemont if he feels he has  
309 enough staffing?  
310 Facilities Manager DeRochemont replied that we are making it work but it will  
311 be a challenge.

312  
313 Commissioners-  
314 Commissioner Ring commented that she didn't realize that the Commissioners  
315 got a 2% longevity pay raise.

316 County Manager Zinser replied that the Commissioners fall under the non-  
317 union.

318 Layman Way-

319 County Manager Zinser explained that \$125,000 was put into this line last year  
320 to deal with homelessness in York County. He continued that he has a meeting  
321 with Hub Region 1. Carter Friend, Executive Director of York County  
322 Community Action also informed me that they would handle this for us. This  
323 makes the most sense for us, explained County Manager Zinser.

324 Administration-

325 County Manager Zinser explained that this budget covers all employee  
326 increases. This is the first year that we are budgeting at 100% for the two  
327 generalist positions within the Finance Department.

328 Commissioner Ring asked why do the department head wages show an  
329 increase of 7.92% as normally it is 2% longevity and and COLA so why is that  
330 so much higher?

331 County Manager Zinser explained that it never matches up as it goes across  
332 calendar years.

333 Commissioner Ring suggested that the County Manager look at those wages  
334 calculated, the numbers are a little high.

335 County Manager Zinser replied that just because it's here doesn't mean that is  
336 what they are going to make. On July 1<sup>st</sup> when we implement a COLA we  
337 could be off a bit but we do calculate the wages off from a daily rate.

338 We can look at them again, but we have looked at them many times.

339 Finance Director Lori Lemieux added that employees receive their longevity  
340 increases at different times of the year.

341 Communications budget is a contracted amount.

342 YC Regional Training Center-

343 County Manager Zinser explained that this had been discussed earlier in the  
344 meeting. The Chief Fire Administrator is being taken out of EMA's budget  
345 and that we are starting to operationalize the Training Center.

346 Retirement-

347 County Manager Zinser explained this budget is a function of the wages.

348

349 Medical/Dental-

350 The County Manager stated that the rates have been good other than the

351 typical contractual increases.  
352 Public Agencies-  
353 Commissioner Ring asked about the York County Extension wanting a  
354 \$10,000 increase?  
355 County Manager Zinser explained that they have a new union contract that  
356 caused wages to increase. There is the County Extension law that requires us  
357 to contribute.  
358 Commissioner Dutremble asked that if some of these agencies do rent (at the  
359 courthouse), will it eliminate some of these costs?  
360 County Manager Zinser replied, yes.

361  
362 Commissioner Chenette asked County Manager Zinser of the timeline to  
363 remind the public.  
364 County Manager Zinser replied that there is one more review next Wednesday  
365 The Budget Caucus will be held here next Wednesday, also, he explained.  
366 We will send members (of the Budget Committee) the budget and coordinate  
367 with Chair of Budget Committee and ask her when she wants to meet.  
368 Typically, the first of May, the Budget Committee would begin to meet.  
369  
370

371 **6 OLD BUSINESS**

- 372 a. To review and seek approval of revised Graham Street lease-  
373 County Manager Zinser explained that the initial term is a fifteen-year period  
374 then three successive five-year renewals.  
375 Commissioner Ring motioned to approve the Graham Street lease as presented.  
376 Commissioner Chenette seconded the motion. Vote 5-0.  
377  
378 b. To review information and MOU regarding MEDATS as requested  
379 by the Commissioners at the March 20, 2024 meeting  
380 Commissioner Chenette asked about the effective date and term and that the  
381 contract is auto renewed for three fiscal years unless party gives written notice.  
382 County Manager Zinser replied that the County's attorney put this together.  
383 The Board can change it if they want to.  
384 Commissioner Clark asked who pays the rent on their facilities?  
385 County Manager Zinser replied that MEDATS does.  
386 Commissioner Ring asked who is going to do the invoicing?  
387 County Manager Zinser replied that York County will and it will be a separate  
388 fund like contract deputies.  
389 Commissioner Clark motioned to approve the MOU with MEDATS.  
390 Commissioner Andrews seconded the contract. Vote 5-0.  
391  
392

393 **7 TO CONDUCT AN EXECUTIVE SESSION ON PERSONNEL**  
394 **ISSUES PURSUANT TO 1 M.R.S.A. § 405 (6) (A), ACQUISITION OF**  
395 **REAL PROPERTY OR ECONOMIC DEVELOPMENT PURSUANT**  
396 **TO 1 M.R.S.A. § 405 (6) (C), LABOR NEGOTIATIONS PURSUANT**  
397 **TO 1 M.R.S.A. § 405 (6) (D) AND CONSULTATION WITH LEGAL**  
398 **COUNSEL PURSUANT TO 1 M.R.S.A. § 405 (6) (E), REVIEW OF**  
399 **CONFIDENTIAL RECORDS PURSUANT TO 1 M.R.S.A. § 405 (6) (F)**  
400 None



401  
402  
403  
404  
405  
406  
407  
408  
409  
410  
411  
412  
413  
414  
415  
416  
417  
418  
419  
420  
421  
422  
423  
424  
425  
426  
427  
428  
429  
430  
431  
432  
433  
434  
435  
436  
437  
438

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

Janet Drew via Zoom commented that the D.A. gave statistics of people that have been diverted. There are also a lot of people that couldn't and that's why I ask for more help on the community side. There needs to be more family victim restitution for healing. But when it's all about money, it puts that burden on other family members, stated Janet Drew. More help is needed for the diversion side, she stated.

County Manager Zinser spoke to Ms. Drew's concerns regarding the diversion concept. He stated that York County spends a tremendous amount of money outside of the county jail and even in the jail to treat and help those who are incarcerated to become productive.

Care of the indigenus is truly a State function, explained the County Manager. County Manager Zinser continued that we just heard from our District Attorney that we have diverted over 1,000 people.

Through Maine Pretrial Services we have avoided 54,000 bed days at the jail. We have spent \$1 million at Layman Way. We pay for those people to go to that program. Otherwise, they would be incarcerated.

County Manager Zinser commented to Janet Drew that he did read her e-mails, and that he would like to point out one item. You are correct that of the \$30 million in ARPA funds and only \$15 million went to the Recovery Center. That is not counting our use of all our opioid funding of \$5 million and \$3 million in county cash reserves. These are important items that need to be noted.

County Manager Zinser informed all that he attended a Homeless Summit in Sanford regarding co-occurring disorders. Statutorily, we have to build in Alfred. Commissioners, you invest a tremendous amount of money to this every year. Pretty much all of our departments help with homelessness, stated the County Manager.

Commissioner Ring stated that through her experiences over the years working at the jail, the county has done an exceptional job. Several programs inside the jail are offered that help individuals. York County is a well-advanced county putting forth these programs that other counties do not.

**9 ADJOURN**

Commissioner Clark motioned to adjourn. Commissioner Andrews seconded the motion. Meeting adjourned at 4:50 p.m.

1 **COMMISSIONERS MEETING**

2 **April 10, 2024**

3  
4  
5  
6 YORK,ss

7  
8 At a regular meeting of the County Commissioners of the County of York, begun and  
9 holden at the York County Government Building in Alfred, within and for the County of York,  
10 being held on Wednesday, April 10, 2024, A. D. at 4:30 P. M.  
11

12 **COMMISSIONERS PRESENT:**

- 13 Richard R. Dutremble
- 14 Richard Clark
- 15 Robert Andrews
- 16 Justin Chenette
- 17 Donna Ring

18  
19  
20  
21 Deputy Manager Linda Corliss was present at the meeting.

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

23 **04-10-2024 ITEM**

24  
25  
26  
27 **1 PUBLIC COMMENT(S) ON ANY ITEM(S)**

28 None

29  
30 **2 TO APPROVE TREASURER'S WARRANTS**

- 31 a. Warrants to be approved on April 3, 2024 in the amount of \$653,052.09
- 32 Commissioner Clark motioned to approve the warrant. Commissioner
- 33 Andrews seconded the motion. Vote 5-0.

34  
35 **3 TO HEAR ANY REPORTS FROM THE COUNTY**  
36 **COMMISSIONERS**

37 None

38  
39 **4 NEW BUSINESS**

- 40 a. Introduce Deputy Manager/H.R. Director to approve hirings/transfers of:
- 41 i. Lukoki Ntaku in the position of full-time corrections officer in the
- 42 Sheriff's Office with a date of hire of April 15, 2024
- 43 Commissioner Clark motioned to approve the hiring of Lukoki Ntaku
- 44 in the position of full-time corrections officer in the Sheriff's Office with a
- 45 date of hire of April 15, 2024. Commissioner Andrews seconded the motion.

46  
47

48 DISCUSSION: Commissioner Ring informed all that several constituents  
49 asked has this individual entered the US legally? Deputy County  
50 Manager/H.R. Director Corliss replied yes, and that she has all the paperwork  
51 and he has a social security card and a work permit.  
52 Commissioner Ring asked if this individual speaks and understands English?  
53 Deputy County Manager/H.R. Director Corliss replied, yes.  
54 Commissioner Ring asked since we are hiring him in April, when is the next  
55 academy? Jail Administrator Major Thayer replied, in July. He explained that  
56 they job shadow and work Monday – Friday from 8:00 to 4:00.  
57 Commissioner Ring commented that hiring people months in advance of an  
58 academy and an increase in the budget this year, she asks if this is a valid  
59 expenditure? Jail Administrator Thayer replied that the job shadowing results  
60 in a lot less washout experiencing the jail.  
61 Commissioner Ring replied that is extensive job shadowing and asked how  
62 much can we afford?  
63 Vote 4-1 with Commissioner Ring opposed.

- 64  
65 ii. Luke O'Brien in the position of full-time maintenance technician I  
66 with a date of hire of April 22, 2024  
67 Commissioner Clark motioned to approve the hiring of Luke O'Brien in the  
68 position of full-time maintenance technician I with a date of hire of April 22,  
69 2024. Commissioner Andrews seconded the motion.

70  
71 DISCUSSION: Commissioner Ring asked Deputy Manager/H.R. Director  
72 Corliss what the starting hourly wage would be. She replied, \$20.32 and that it  
73 was a Grade 5 (MSEA) position.  
74 Vote 5-0.

- 75  
76 b. Megan Gean-Gendron to review Layman Way operations-  
77 Ms. Gean-Gendron approached the Board. She informed all that in 2023, 21  
78 clients from the York County Jail entered the program and 18 from the  
79 community resulting in 12 graduates. She added that some remained in the  
80 program for 2024 and have not graduated yet.  
81 Ms. Gean-Gendron continued that a medical assisted after-care programming  
82 treatment program is run at Layman Way as well. She informed all that thirty  
83 former LWRC clients take advantage of that program. There are weekly  
84 outpatient meetings for substance abuse with 15-20 clients on a regular basis  
85 enrolled. Former LWRC graduates are enrolled in that program.  
86 York County Community College offers continuing education classes on-site.  
87 Career navigation from Adult Ed. is also offered as well as AA and NA and  
88 Alanon on Sundays.  
89 Ms. Gean-Gendron continued that they provide various housing centers  
90 services for sober living. Nason Healthcare is used for medical needs. She  
91 added that they employ four graduates of the program at LWRC with one  
92 recently promoted to a management position.

93  
94 Commissioner Ring commented that she has been contacted by a few of your  
95 past residents and they have spoken highly of your program and thank you for  
96 what you have done.

97  
98 Commissioner Dutremble commented that York County is the only county

99 providing this service and he is often told by a lot of colleagues that they wish  
100 they had done the same thing. Our statistics are better than the Federal  
101 statistics, stated Commissioner Dutremble.  
102 Commissioner Andrews commented that he was excited to hear of LWRC  
103 employing some of the graduates.  
104

105 c. Register of Probate Carol Lovejoy to present budget (HEARD AFTER  
106 SHERIFF'S BUDGET PRESENTATION)

107 Register of Probate Lovejoy addressed the Board and stated that they had  
108 hired and trained another paralegal and passport employee. She added that  
109 they have had one employee out for over a year. Register Lovejoy informed  
110 all that they had moved their offices downstairs. They have had a 46%  
111 increase in filings since 2019. In 2023, they processed 447 passports  
112 applications, a 71% increase from the previous year resulting in an additional  
113 \$15,000 in funds to the office.

114 Register of Probate Lovejoy continued that they serviced 1371 people in  
115 person this year. She stated that they added \$100,000 to their revenue lines  
116 last year and are on target to reach our goal.

117 High density storage for our files is in our budget in the amount of \$62,000.  
118 She explained that this is not a critical cost and that they would be willing to  
119 ask for half of the money now and half next year.

120 Register of Probate Lovejoy explained to the Board that she has added  
121 additional monies in her salary line for herself and her Deputy Register as she  
122 feels her deputy is underpaid.  
123

124 Probate Judge Houde addressed the Board as he was also seeking an increase  
125 in his salary above what the County Manager had put into the draft budget. He  
126 explained that he has to interpret a lot of complex laws making his job  
127 challenging, while also rewarding. He explained that the pay issue has been on  
128 his mind for a number of years. Probate Judge Houde continued that he  
129 realizes that he is asking for a significant increase but explained that as an  
130 example, on Sunday he wrote five Orders. He had court on Tuesday but put in  
131 3-4 hours of uncompensated time already this week and explained that this  
132 occurs more and more. He stated that he is in court 10 days a month, but he  
133 has to do the work required other times. Judge Houde added that there are  
134 seven full time employees generating work for a single Probate Judge. He  
135 continued that he does not have a law clerk that assists him so therefore, he is  
136 doing all the pre-trial Orders himself. He explained further that there are a lot  
137 of emergency Hearings. Judge Houde stated that he is working an extra 4-5  
138 days a month. He stated that he is not on par with District Court Judges.  
139 Commissioner Ring asked Judge Houde if he was behind with his cases.  
140 Judge Houde replied that he is more caught up than he has been but that it is  
141 difficult when he has to file a Hearing. He continued that the Decisions that  
142 he has to write are complex and thoughtful.

143 Commissioner Ring asked Probate Judge Houde if he has a law practice also?  
144 Judge Houde replied that he does not and is only doing Probate as it is too  
145 difficult to try and have a practice, also.

146 Commissioner Chenette asked what does the percentage increase in the past  
147 look like?  
148

149 Register of Probate Lovejoy explained when Judge Houde started in 2019 he

150 was at \$45,000 and he had six floating days and in 2022 we added \$10,000.  
151 Judge Houde has received COLA also like everyone else.  
152 Commissioner Chenette asked what does the Cumberland County Probate  
153 Judge make?  
154 Neither Judge Houde or Register of Probate Lovejoy had that information.  
155 Commissioner Chenette asked what does the Cumberland County Probate  
156 register make?  
157 Register Lovejoy replied that she is part-time.  
158 Commissioner Chenette asked can the Judge be full-time?  
159 Neither Judge Houde or Register of Probate Lovejoy knew the answer.  
160 Commissioner Chenette asked what happened that you had to come here to  
161 ask for a raise. Did you bring your request to the Manager and have a  
162 conversation, Commissioner Chenette asked.  
163 Probate Register Lovejoy explained that for the FY'24 budget, she told  
164 County Manager Zinser that she would ask for an increase and he advised her  
165 that it wouldn't be supported by him.  
166 Commissioner Chenette asked Register Lovejoy if she received COLA?  
167 She replied, yes.  
168 Deputy Manager/H.R. Director Corliss added that all non-union received a 7%  
169 COLA last year.  
170  
171 Commissioner Ring asked if it is correct that you (Register Lovejoy) are  
172 asking for \$110,000?  
173 Deputy Manager/H.R. Director Corliss clarified that she is seeking \$125,000.  
174 Commissioner Ring commented and you are saying that your Deputy has  
175 supervisory responsibilities and others are making more in your department  
176 who aren't in supervisory roles. She added that it looks like they reduced the  
177 salary for the clerk.  
178 Probate Register Lovejoy explained that a few years ago we had asked for two  
179 positions to be reclassified to a grade 6 and this year that was taken out.  
180 Deputy Manager/H.R. Director Corliss added that they (administration) have a  
181 request right now to move those positions from a grade 5 to a grade 7.  
182 Deputy Manager/H.R. Director Corliss reminded the Commissioners that an  
183 equity evaluation was done back in 2020 that resulted in pay increases for the  
184 deputy of probate and deeds as well as the office manager in the Sheriff's  
185 Office. This was an increase in July 2020 in addition to COLA.  
186 Deputy Manager Corliss added that there is a concern that if you give one  
187 person an increase, all will want an increase.  
188 Commissioner Chenette commented so 7% COLA to 1% or am I missing a  
189 COLA?  
190 Finance Director Lori Lemieux explained that for the total for fiscal year, the  
191 first 6 months does have a 4% COLA increase and in January ( remaining 6  
192 months), Register Lovejoy receives a 2% longevity increase.  
193 Commissioner Chenette asked how does that stack up with other non-union  
194 increases, is this according to policy?  
195 Deputy County Manager/H.R. Director Corliss responded, yes, it is according  
196 to policy and eight employees were given equity pay raises to put them in line  
197 in 2020.  
198 Commissioner Chenette asked if this was beyond COLA increases?  
199  
200 Deputy Manager/H.R. Director Corliss explained that by policy (those on pay

201  
202  
203  
204  
205  
206  
207  
208  
209  
210  
211  
212  
213  
214  
215  
216  
217  
218  
219  
220  
221  
222  
223  
224  
225  
226  
227  
228  
229  
230  
231  
232  
233  
234  
235  
236  
237  
238  
239  
240  
241  
242  
243  
244  
245  
246  
247  
248  
249  
250

scale A) nonunion employees receive 2% every year hired and then pay scale B applies to those non-union employees hired after 2014 and they receive 3% after their first year and then 2% at year 8 plus COLA yearly.

Commissioner Chenette asked Register Lovejoy if she is saying that with COLA and the statutory increase that she is not sufficient.

Register Lovejoy replied that when she figured, it was different. The real inequity for her, she explained, is her deputy. Based on the authority she has as she could fill in for me if needed long term. I feel she needs more, stated Register Lovejoy.

Register Lovejoy added that there is inequity everywhere in this budget.

Commissioner Chenette asked did the deputy receive an increase for equity? Deputy Manager/H.R. Director Corliss replied, she did. In November of 2018, she received \$2,000 to her base wage resulting in a 25.91% increase for her.

Commissioner Chenette asked Register Lovejoy that is it accurate that your role in Cumberland County is part time? He added that he is trying to reconcile those two positions. How are they able to do that part time in Cumberland?

Register Lovejoy explained that the Deputy oversees the office. She added that she is away from her desk on court dates. Casey (deputy) does everything needed in the office.

Commissioner Chenette stated that it would be helpful to have the Judges' salary from other counties as anytime we ask for salary adjustment, he would want to look at the market data, explained Commissioner Chenette.

Commissioner Ring stated that in regard to the elected full-time officials, this has always been something that has bothered her. They do not accrue any pto. and other benefits. Elected officials are only budgeted at 52 weeks, she stated. She added that she thinks all elected officials should get another two weeks' pay added to their salary. Commissioner Dutremble replied that would be a policy discussion.

Commissioner Dutremble said to Probate Register Lovejoy that she stated in 'FY 24 she increased the revenue \$100,000 to hope they could get more monies.

Probate Register Lovejoy replied that they were at \$375,000.

Commissioner Ring asked so you didn't get your raise as there was no money left in the budget? You talked about a raise in 'FY24 so you asked for it in 'FY 25. What reason do they have other than there isn't enough money?

Commissioner Dutremble replied that the cities and towns will pay more for their taxes if you give them this raise.

d. Sheriff William King to present Sheriff's Office budget- **(HEARD BEFORE PROBATE)**

Sheriff King addressed the Board and stated that the Police Services budget is relatively the same.

Commissioner Ring asked the Sherriff how many vehicles are you buying this year?

Chief Deputy Forbes replied, seven this year. Sheriff King explained that they have a rotation.

Chief Deputy Forbes informed all that they are having a tough time getting their vehicles.

251 Commissioner Ring stated to the Sheriff that most of his supplies line are way  
252 over budget. She continued that the Sheriff's budget is over budget on  
253 uniforms, meals and lodging, etc. and you haven't asked for any increases so  
254 how are you planning on covering these overages, asked Commissioner Ring.  
255 Sheriff King replied that he can get answers for these overages.  
256 Commissioner Ring responded that it concerns her. She added that the Sheriff  
257 is overspending several of the supply accounts and he hasn't asked for any  
258 increases so where will we end up?  
259 Commissioner Ring stated that the estimated expenditures for this year needs  
260 to be put in the budget.  
261 Commissioner Ring stated that she would like to see all positions in the  
262 budget (contract deputies and MDEA).  
263 Commissioner Chenette asked if there were any grants that could be obtained  
264 to purchase the body cameras.  
265 Sheriff King stated that they have looked at grants but there were no grants  
266 available.  
267 Commissioner Ring asked if the body cameras are replacing the ones in the  
268 vehicles?  
269 Chief Deputy Forbes replied, no but they work with the current ones.  
270 Commissioner Dutremble asked the Sheriff if his bottom line in last year's  
271 budget was going to come out even. Sheriff King replied that the County  
272 Manager says it will.  
273 Commissioner Dutremble stated that in the legislative committee he serves on,  
274 it was mentioned that the State Police hoped to hire 32 more employees and  
275 they cut it down to 16. Will that affect York County?  
276 Sheriff King responded, no, but we are always cognizant of this.  
277 Commissioner Dutremble added that the pay rate for the State Police is  
278 increasing. One county already lost a deputy to go there. He asked Sheriff  
279 King if this will affect us?  
280 Sheriff King replied yes, we are not getting as many applicants as we have  
281 been. Biddeford has a better contract than we do. He continued that we have  
282 had many discussions with the Manager. We are still in a contract with the  
283 FOP and not willing to open it back up.  
284 Commissioner Dutremble asked if there is anything else that you want in your  
285 budget?  
286 Sheriff King replied that the body cameras will help and he knows at this time  
287 we cannot hire more officers but next year I would like to hire more officers,  
288 the Sheriff stated.  
289  
290  
291 e. Sheriff William King to present jail budget  
292 Major Thayer and Sheriff King presented this budget. Sheriff King explained  
293 that the jail budget did go up. The increase has been due to contractual  
294 increases. We have a new medical contractor. Inmate prescriptions have gone  
295 up. We are doing well with recruiting and retention. Water usage fees have  
296 gone up, explained the Sheriff.  
297 Commissioner Ring asked what the daily average population is right now.  
298 Sheriff King replied that it is actually more than Cumberland- 230 to 240.  
299 Commissioner Ring asked about pre-trial.  
300 Jail Administrator Major Thayer replied between 92 and 94%. We still are

301 experiencing the effects from Covid but the courts are catching up. People are  
302 being summonsed for minor crimes. For more serious crimes they are in the  
303 jail or their time served or they are going to prison.

304  
305 Sheriff King stated that once someone is incarcerated it takes the State a long  
306 time for trials.

307 He added that the Maine County Commissioners Association is concerned  
308 about this and they wanted to submit legislation about this.

309 Commissioner Chenette asked about the travel budget line and asked if there  
310 is travel occurring for inmate transfer?

311 Sheriff King replied this reflects costs for employees going to training.

312 Major Thayer explained that fourteen corrections officers had to travel  
313 everyday to Windham so we need to reimburse for gas and tolls.

314 Commissioner Chenette asked about the recruiting budget line of \$30,000.

315 Deputy Manager/H.R. Director Corliss replied that a new hire gets \$750 after  
316 FTO and \$750 after one year.

317 Commissioner Chenette asked do we think that is a good number?

318 Sheriff King replied that he thinks it is and doesn't see a reason yet to increase  
319 this.

320 Deputy Manager/H.R. Director Corliss stated that we monitor it to see if other  
321 counties offer more.

322 Commissioner Chenette asked are we making progress with reducing that  
323 number?

324 Sheriff King replied, yes but the wages will be more in line to what they  
325 should be.

326 Commissioner Ring with the new courthouse opened are we transporting?

327 Sheriff King replied that they are doing video as well as transport. The initial  
328 arraignment is via video but the Courts have told us they will want more  
329 people in person. We are working on an MOU to having a transport unit.

330 Commissioner Dutremble asked about filling gas tanks in Biddeford as was  
331 previously done.

332 Sheriff King responded that he is going to re-contact them we start transports  
333 to Biddeford.

334  
335 Commissioner Ring asked about civil process and court security in the  
336 Sheriff's budget. She asked what happens to the surplus in civil process at the  
337 end of the year.

338 Commissioner Ring asked the Sheriff if he would be paying back the deficit  
339 (in the civil process budget) from a couple of years ago? This board does not  
340 want to have a civil department. There should be some type of budget that  
341 goes along with this. They have equipment and weapons, stated  
342 Commissioner Ring.

343  
344  
345 **5 OLD BUSINESS**

- 346 a. To approve Memorandum of Agreement for Dredge with the City of Saco  
347 EMA Director Cleaves explained that Saco Public Works will be taking the  
348 dredge to the Portland Yacht Club and it will be painted. Michaels Dredge  
349 will then put it in the water after and then it will be towed down to Wells.  
350 Director Cleaves added that there are verbal MOU's with all 7 towns.



351 Commissioner Clark motioned to approve the MOA with Saco and authorized  
352 County Manager Zinser to sign the Agreement. Motion was seconded by  
353 Commissioner Andrews. Vote 5-0.  
354 Commissioner Chenette commented that seven towns is great. Do we think we  
355 can get the dredge utilized in all seven towns this fall, he asked?  
356 EMA Director Cleaves answered that they do not know the order of operation.  
357 He explained that it will take a long time. He added that there is potential of  
358 FMA reimbursement.  
359

360 Commissioner Chenette stated that the Commissioners should meet next  
361 Wednesday as Commissioner Ring can be here next Wednesday.  
362 Commissioner Chenette added that the Commissioners will be able to vote (on the  
363 budget) next Wednesday as they have some outstanding items. There are data  
364 points that we are missing so we need them before we vote, he explained.  
365 He asked if there were any outstanding questions beyond that.  
366

367 Commissioner Dutremble stated that he is comfortable with the budget and that  
368 any questions he had can be answered.  
369 Commissioner Ring stated that they need another budget meeting. The public needs  
370 to know when we are going to finalize the budget. It should be an agenda item.  
371

372 Deput County Manager Corliss stated that the County Manager is clear as to what  
373 his budget is.  
374

375 Commissioner Chenette stated that he would like to know if York County Probate  
376 Judge's salaries are comparable with Cumberland County or other similar county  
377 governments' Probate Judge salaries. If I don't have comparable stats in front of  
378 me, it's difficult to come to a decision. This one department has a big  
379 consternation, commented Commissioner Chenette. He added that it is irrelevant  
380 whether or not we agree with the County Manager's portion of the budget.  
381

382 Commissioner Clark added that we should obtain salaries and statistics for several  
383 counties similar to our own.  
384

385 Commissioner Chenette motioned to set a special meeting for April 17, 2024.  
386 Commissioner Ring seconded the motion. Vote 5-0.  
387

388  
389  
390 **6 TO CONDUCT AN EXECUTIVE SESSION ON PERSONNEL**  
391 **ISSUES PURSUANT TO 1 M.R.S.A. § 405 (6) (A), ACQUISITION OF**  
392 **REAL PROPERTY OR ECONOMIC DEVELOPMENT PURSUANT**  
393 **TO 1 M.R.S.A. § 405 (6) (C), LABOR NEGOTIATIONS PURSUANT**  
394 **TO 1 M.R.S.A. § 405 (6) (D) AND CONSULTATION WITH LEGAL**  
395 **COUNSEL PURSUANT TO 1 M.R.S.A. § 405 (6) (E), REVIEW OF**  
396 **CONFIDENTIAL RECORDS PURSUANT TO 1 M.R.S.A. § 405 (6) (F)**  
397 a. To enter into executive session pursuant to 1 M.R.S.A. § 405 (6) (A),  
398 personnel matters  
399 Commissioner Clark motioned to enter into executive session pursuant to 1  
400 M.R.S.A. § 405 (6) (A). Commissioner Andrews seconded the motion. Vote 5-0.

401  
402 Commissioner Clark motioned to come out of executive session. Commissioner  
403 Andrews seconded. Vote 5-0.  
404 No action was taken.

405  
406 **7 PUBLIC COMMENT(S) ON ANY ITEM(S)**  
407 None

408  
409 **8 ADJOURN**  
410 Commissioner Clark motioned to adjourn. Commissioner Andrews seconded the  
411 motion. Vote 5-0.

412  
413 The meeting adjourned at 6:11 p.m.  
414  
415  
416  
417  
418  
419  
420  
421  
422

DRAFT

1 **COMMISSIONERS MEETING**

2 **April 17, 2024**

3  
4  
5  
6 YORK,ss

7  
8 At a regular meeting of the County Commissioners of the County of York, begun and  
9 holden at the York County Government Building in Alfred, within and for the County of York,  
10 being held on Wednesday, April 17, 2024, A. D. at 4:30 P. M.

11  
12  
13 **COMMISSIONERS PRESENT:**

- 14 Richard R. Dutremble
- 15 Richard Clark
- 16 Robert Andrews
- 17 Justin Chenette
- 18 Donna Ring

19  
20  
21 Deputy Manager Linda Corliss was present at the meeting.

22  
23 **YOU ARE INVITED TO RISE AND SALUTE THE FLAG OF THE UNITED STATES**

24  
25 **04-17-2024            ITEM**

- 26
- 27 **1    PUBLIC COMMENT(S) ON ANY ITEM(S)**
- 28        None

29  
30 **2    TO CONTINUE AND FINALIZE ‘FY 25 BUDGET REVIEW**

31 a. To review and discuss requested documentation regarding salary increase  
32 requests for Probate Department  
33 Register of Probate Lovejoy and Deputy Register of Probate Casey Hartford and  
34 Probate Judge Houde approached the Board.  
35 Register of Probate Lovejoy explained that each county does probate court  
36 differently. The only thing we are uniform in is the forms, she stated.  
37 Judge Houde read a supplemental letter and stated that he loves doing his job  
38 and appreciates the willingness to address his request. He explained that the  
39 users of court are the State’s most vulnerable population. We also handle  
40 adoptions, stepparents, grandparents, estates of seniors, adults seeking name  
41 changes as well as adult guardianships. Things must be done in a timely manner  
42 and it is a very complex job. Judge Houde added that York County and  
43 Cumberland County are different as we here in York County boarder other  
44 states. The numbers are deceptive when comparing filings.  
45 Commissioner Chenette stated that Judge Houde is the second highest Probate  
46 Judge in the State with \$70,000. Cumberland County’s Probate Judge’s salary is  
47 \$75,000.

48 There is a similar amount of time and Commissioner Chenette commented that he  
49 understands it doesn't mean the workload is comparable.  
50 You would be making considerable more if you are granted the wage you are  
51 requesting, stated Commissioner Chenette to Judge Houde.  
52 Judge Houde replied that York and Cumberland are different. The actual time for  
53 work is a better metric than looking at caseloads, stated Judge Houde. The reality is  
54 he can't go into court without reading files and that he has to prepare Orders at the  
55 end of the day. Judge Houde continued that district and superior court judges are a  
56 good point of reference. Judge Houde stated that he will respect whatever decision  
57 you (Commissioners) make.  
58 Commissioner Chenette asked if the part time structure of your role is sufficient?  
59 It seems like you're suggesting it should be a full-time responsibility.  
60 Judge Houde responded that he does not think it is a full-time job now but pretty  
61 close. He added that he holds court 15-17 days per month right now.  
62 Judge Houde explained that the hours he puts in the Probate court makes it pretty  
63 much impossible for him to have a practice as the work has to get done. He added  
64 that the hourly rate for court appointment (attorney) has doubled.  
65 Commissioner Chenette asked Register of Probate Lovejoy what she is requesting?  
66 Register of Probate Lovejoy responded \$10,000 for herself and \$10,000 for Casey  
67 Hartford (her deputy register of Probate). She added that the way the budget sheets  
68 are set up, they don't show the actual salary for the actual fiscal rate. It is 6%  
69 according to what the County Manager has put in, explained Register of Probate  
70 Lovejoy. She added that she is more concerned about her deputy's salary.  
71 Commissioner Chenette asked wouldn't there be a conversation with  
72 administration at budget time so you know what you are getting? Was there a  
73 communication breakdown between administration, finance and you. You are  
74 coming in and saying you have no idea. We have staff. How do we fix this going  
75 forward so that there is an open line of communication.  
76 Register of Probate Lovejoy explained, when we get the budget from the County  
77 Manager, it says 4% across the Board. We only get the budget a week before you.  
78 Register Lovejoy continued that it is not clear on the budget sheets what one is  
79 receiving. It is a communication issue, stated Register of Probate Lovejoy.  
80 Commissioner Ring asked do you meet with the County Manager to discuss?  
81 Register Lovejoy replied that we can if we want to. We did meet with the County  
82 Manager and Lori a couple of weeks ago.  
83 Commissioner Ring asked if the Register of Probate met with H.R. to discuss a pay  
84 increase for the deputy?  
85 Register of Probate responded, no, as it is in the budget.  
86 Commissioner Ring stated that over time there have been equity increases. Is there  
87 a possibility that there could be an equity increase in your budget?  
88 Register of Probate Lovejoy stated that there is no communication between  
89 departments. We don't see that until we get the budget.  
90 Deputy County Manager Corliss explained that the County Manager would consult  
91 with me and have me go out and get pay rates for certain groups.  
92 Commissioner Chenette asked as a path forward and for future reference, ahead of  
93 the budget and in these meetings did you bring up these issues with pay?  
94 Register of Probate Lovejoy replied, no as we were told no increases would not be  
95 supported by the County Manager.  
96

97 Commissioner Chenette questioned why the Register of Probate did not articulate  
98 that as we are now having a big public conversation as the correct avenue was not  
99 taken.

100 He continued that if he had an issue with his salary, he wouldn't let it fester. It puts  
101 us in an uncomfortable situation, continued Commissioner Chenette. It should have  
102 been addressed with the County Manager, Finance and H.R.

103 Register of Probate Lovejoy stated that they are not given the opportunity to do  
104 that.

105 Deputy Register of Probate Hartford explained that last budget year Register  
106 Lovejoy did try to do that.

107 Register of Probate Lovejoy added that the County Manager e-mailed her and said  
108 no salary increases will be supported.

109 Commissioner Dutremble replied that it doesn't matter what the County Manager  
110 tells you, you should fight for your budget.

111 He said to Register of Probate Lovejoy that in her 'FY22-23 budget her estimated  
112 salary was \$99,000 and last year \$110,000. We did increase your salary.

113 Commissioner Dutremble said to Register of Probate Lovejoy that he had asked her  
114 last year and she said, yes, she was satisfied with her budget.

115 Commissioner Ring stated that Register of Probate is fighting for her budget right  
116 now. If the County Manager told her there is no increase she has no other place to  
117 go but here. She did present her budget and it was different and now we are  
118 criticizing her for doing so.

119 Commissioner Chenette responded that he is not trying to be critical but he is  
120 trying to figure out where there is a break in communications.

121 We all need to come together and see how we refine the process. We need to  
122 identify issues and make sure that Department Heads feel comfortable to bring  
123 anything forward. When do meetings take place and do we need to work with the  
124 County Manager as there appears to be a breakdown somewhere.

125 Register of Probate Lovejoy stated that there needs to be more transparency in the  
126 budget figures that are provided to us.

127 Commissioner Ring stated that in the past the Department heads submitted their  
128 budgets and it wasn't the same as the managers.

129 Deputy County Manager/H.R. Director Corliss explained that a lot of work gets  
130 done prior to the budget preparation. For example, we met with the Sherrif and the  
131 jail administration and have a lot of conversations beforehand.

132 Commissioner Ring stated that they are elected officials and are in charge of their  
133 budgets. She added that when she looks at the budget and the elected officials is  
134 the same as the managers, it makes her wonder if they are all of the same mind.

135  
136 **3 TO HEAR ANY REPORTS FROM THE COUNTY**  
137 **COMMISSIONERS**

138 Commissioner Dutremble asked if there are any other departments that you have  
139 questions on?

140  
141 **4 NEW BUSINESS**

142 a. To vote and transmit proposed 'FY25 budget to Budget Committee  
143 if applicable

144 Commissioner Ring stated that she would like to meet Probate's budget half  
145 way as she doesn't understand why it was taken out.

146 Finance Director Lemieux explained that those funds were not in the 'FY 24  
147 budget.  
148 Commissioner Ring commented that she is not happy with the budget increase  
149 and feels it is too high. She continued that she would like to go through the  
150 budget with a fine-tooth comb and we need to tighten our belts. Commissioner  
151 Ring continued that she received at least four calls regarding the tax rate and  
152 increase in our budget. She continued that she wants to start looking at policies  
153 and make reductions in our future budgets as she sees a lot of areas and a lot of  
154 spending. We need to be much more aware of taxpayers dollars, stated  
155 Commissioner Ring.  
156 Commissioner Chenette asked Commissioner Ring if there are certain things  
157 that you have identified that you want to cut? It is easy to paint a brush but a lot  
158 of items in the budget are things we don't have control over like the phone bill  
159 increases, etc.  
160 If we do not have a solution on the table, then what are we talking about, asked  
161 Commissioner Chenette?  
162 Commissioner Ring replied that pto time in our H.R. manual. She added that  
163 she is not talking about taking anything away from existing positions, but we  
164 can reduce our cost of benefits. A good portion of the non-union get 41 days  
165 per year and can sell back 10 days. Very few have 10 years in.  
166 They can also accrue up to 25 days. This is a very costly benefit, stated  
167 Commissioner Ring.  
168 She continued that the insurance benefits are another item as non-union are  
169 only paying 2.5% others have to pay 13 to 28%. We never look for any  
170 increases but contractual employees do.  
171 Commissioner Clark motioned to accept the budget as presented.  
172 Commissioner Andrews seconded the motion.  
173 DISCUSSION- Commissioner Chenette stated that going forward he would be  
174 supportive of having discussions around the role of the Probate Judge being a  
175 part-time v full-time position.  
176 He added that communication around department heads and administration  
177 needs to continue.  
178 Commissioner Dutremble informed all that Probate could be taken over by the  
179 State. It could determine the future, he stated.  
180 Commissioner Dutremble also commented that the first sixteen years he was  
181 here, the average increase has been under 1%. Other communities' budgets are  
182 up there, too. We cannot control inflation.  
183 Vote 5-0.  
184  
185 Commissioner Ring asked is it true that doesn't stop a department head who  
186 wants to have a conversation, to decide to do an equity raise.  
187 Deputy County Manager/H.R. Director commented, yes.  
188 Commissioner Ring stated that she would recommend that they (Probate) have  
189 that conversation.  
190  
191  
192  
193  
194

195  
196  
197  
198  
199  
200  
201  
202  
203  
204  
205  
206  
207  
208  
209  
210  
211  
212

**5 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)**

**6 PUBLIC COMMENT(S) ON ANY ITEM(S)**  
A member of the public requested a copy of the draft budget.

**7 ADJOURN**  
Commissioner Dutremble motioned to adjourn. Commissioner Ring seconded the motion.

Meeting adjourned at 5:24 p.m.



County of York  
45 Kennebunk Road  
Alfred, ME 04002

Ph: 207.459.2500  
Fax: 207.324.9494  
[www.yorkcountymaine.gov](http://www.yorkcountymaine.gov)

## MEMORANDUM OF AGREEMENT

This Agreement is made by and between York County and the Town of Old Orchard Beach (each individually a “Party”, or collectively, the “Parties”).

**PURPOSE.** The purpose of this Agreement is to formalize the commitment of the Towns and York County to outline a framework for the use and funding of dredging operations which will later be memorialized in a formal contract.

**USE:** York County’s Dredge can be used to collect sand and deposit it on the shorelines, thereby restoring dunes and beaches to pre-disaster condition and making more resilient by bolstering the structure and appearance of the beaches in York County and compensating for the sand lost to storm erosion.

**STAFFING:** The County intends to contract out the staffing of the Dredge to established and experienced dredging companies and/or personnel.

**FUNDING:** The County agrees to cover all startup costs associated with the Dredge including, but not limited to, costs associated with the transport, assembly, movement, maintenance (including preventive maintenance), and seaworthiness of the Dredge; the staffing of the Dredge; and any administrative oversight and record keeping associated with the dredging process.

However, there is also a significant amount of engineering work and other professional services that will be required prior to the start of dredging operations. The County agrees to coordinate those engineering and professional service efforts, make any advance payments for those services, and then invoice each Town for those costs on a proportionate basis as they are incurred. The objective of this process is to attempt to make sure that dredging operations are planned and conducted in a manner consistent with federal permitting requirements and other state and federal regulations. The goal of this step would be to develop the costs associated with the defined project in each town/city.

Before actual dredging projects commence, a contract will be developed between the County and Town/City outlining the specific project.





County of York  
45 Kennebunk Road  
Alfred, ME 04002

Ph: 207.459.2500  
Fax: 207.324.9494  
www.yorkcountymaine.gov

**TRAINING:** The Towns will agree to make their Harbor Masters or other designated individual available for training on the Dredge on such dates as may be provided to them by the County.

**INDEMNIFICATION:** Each party will agree to indemnify any other party from the negligent acts of its employees. All parties will agree to hold the County harmless from the use or of the Dredge and all dredging operations.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Name: Greg Zinser

Title: York County Manager

Date: 4/18/2024

Signed: [Signature]

Name: Diana H. Asanza

Title: Town Manager



## York County Government, Maine

OFFICE OF THE COUNTY COMMISSIONERS

### Scope of Work for Request for Proposal

Request for Proposal  
Public Safety Software System/CAD Dispatch

**DRAFT**

#### Section 1 – Introduction and Background.

York County is releasing this RFP on behalf of itself, the sixteen police agencies in the County, Three Public Safety Answering Points (PSAP's) and four dispatch centers for a fully integrated, public safety information management solution that includes Computer Aided Dispatch (CAD), Law Enforcement Records Management, mobile messaging, field reporting and jail management software. Additionally, the software should possess the capability to incorporate Fire/Rescue agencies, EMS agencies and other Emergency Management agencies. The County and user group view this as a very sizeable RFP and believe this should attract very competitive pricing. A single contract for the entire county should result in the reduction of duplicative and redundant costs. The annual call volume for 911 is approximately 68,000 and all other calls for service are approximately 260,000. It is anticipated that the county will enter into a master agreement for all services on behalf of all entities. The bidder should make note of this and propose a pricing structure that is easily broken down and allocated to each entity.

The committee has spent considerable time assessing the needs of the individual agencies and has developed a comprehensive list of requirements for the desired software. Those components are addressed in Appendix B.

The County is interested in a long-term, comprehensive solution that will also be supported by that same vendor. It is expected that the public safety software vendor will also maintain the software and servers if a cloud based solution is not chosen. The cornerstone of the software solution must be adaptability, consistency, simplicity, and sustainability for the next 20-years. Each participating entity represented here needs a solution that is essential to its' success but also incorporates a comprehensive solution for countywide emergency response to promote interoperability and cohesion amongst all agencies.

Due to the size and scope of this RFP there is a pre-bid meeting scheduled for \_\_\_\_\_, 2024. This will be an opportunity to review the RFP with the review committee to gain a full understanding of what the group is trying to accomplish. Failure to attend the pre-bid meeting will result in automatic disqualification.

We will also allow questions to be submitted by \_\_\_\_\_, 2024 where answers provided will be turned into supplemental addenda to the original RFP request. A comprehensive schedule is included within this RFP. Questions are to be directed to [ycg.procurement@yorkcountymaine.gov](mailto:ycg.procurement@yorkcountymaine.gov)



**York County Government, Maine**  
OFFICE OF THE COUNTY COMMISSIONERS  
**Scope of Work for Request for Proposal**

**Section 2 – Dates and Times**

	RFP is released
	Mandatory Pre-Bid meeting and Registration
	Final date, Questions to be submitted by Vendors
	Answers to questions released in form of addenda
	Proposals Due from Vendors
	Proposals Reviewed
	Oral Interviews/Demonstrations Conducted
	Anticipated Award Date



## **York County Government, Maine**

OFFICE OF THE COUNTY COMMISSIONERS

### **Scope of Work for Request for Proposal**

#### **Section 3 – Scope of Services**

It is the intention of these specifications that the selected vendor furnish to the County a mature public safety software solution that will enable the effective and efficient operation of the County's various PSAP and Dispatch centers and local public safety agencies. At a minimum, the system shall support the following:

York County is open to new technology and would like to obtain as much information as possible about the software requirements and recommendations for the new system from the respective vendors.

- York County is interested in an off-the-shelf system.
- The system must be scalable and must be able to integrate with the existing and future options of the various dispatch entities in York County that may implement.
- The system shall allow for the efficient organization, tracking, and access to the vast amount of information that flows through the system daily, must be easy to use, and must have extensive search capabilities.
- The selected vendor needs to provide all services including, but not limited to, installation, implementation, data conversion, training, monitoring, technical support, and ongoing maintenance for the various communications centers to engage and maintain full use of the system.
- Proposed software must integrate with First Due Fire/EMS software and Priority Dispatch or, future variations of these software packages.
- Acquisition and implementation of a new public safety software solution is a project that will impact the County for years to come. Key goals for the project are to:
  - Replace the legacy system currently being used with an off-the-shelf solution that meets or exceeds the needs of the County PSAP's and Dispatch Centers.
  - Deliver a fully integrated public safety software solution on time and within budget.
  - Achieve sufficient knowledge transfer through training to allow staff to be capable of and confident in using the new system.
  - Provide a technologically sound platform for expansion of information services into the future.
  - Establish a subscription pricing-based contract.

#### **Additional Project Objectives:**

- Provide real-time access to public safety data.
- Automate data input processes.
- Reduce paper-based documentation and tracking.
- Leverage new technologies to anticipate the future needs of the County.



## **York County Government, Maine**

OFFICE OF THE COUNTY COMMISSIONERS

### **Scope of Work for Request for Proposal**

- Successfully implement the system with minimal disruption to users and operations.

#### **Section 4 – General Requirements**

##### **Project Management**

The vendor must provide a dedicated project manager as part of the project. This person will be responsible for interacting directly with his or her counterparts at each PSAP /Dispatch Center within York County for the duration of the project.

##### **System Configuration and Setup**

The vendor must provide detailed system configuration and setup services for each of the participating agencies as part of this project. These services are necessary to ensure that the new system is configured to match the processes and workflow of each partner agency to reduce the learning curve and improve the rate of adoption by the users.

##### **Data Conversion**

The vendor must include data conversion. Partner Agencies must decide what parts of their RMS / CAD historical data they want to convert and what can reside on a legacy IMC server for access to historical records. The vendor will work with the Agencies to determine the precise process, including data verification and testing, which will be used to perform the data conversion.

##### **Training**

The vendor must provide custom training on the new system to all users. This training may be a mix of train-the-trainer and end-user training, as agreed upon by the vendor and the County. Each participating Agency will provide the training facilities, workstations, network, etc. which are required for the training. The vendor will provide training which is specific to both the products on which the users are trained and the processes and workflows with which the users are already familiar. Training shall be performed using a copy of the agency's data which has been converted from the existing system.

##### **Technical Requirements**

Functional and technical requirements are in the attached Excel spreadsheet identified as **APPENDIX B**. The vendor **must** complete this spreadsheet as part of the proposal. Failure to answer all the requirements in accordance with the provided instructions may result in rejection of the vendor's proposal.



**York County Government, Maine**  
OFFICE OF THE COUNTY COMMISSIONERS  
**Scope of Work for Request for Proposal**

**Section 54 – Terms, Conditions and Acknowledgements**

- Successful proposal must be from a proposer authorized to do business in the State of Maine.
- Services should be by one vendor, we will not accept third-party arrangements for support or services.
- Contact must be directed to \_\_\_\_\_
- The submitted proposal must follow the rules and format established within this RFP.
  
- Submission of a Proposal will represent your company's attestation that it meets, agrees, and adheres to the provisions of this RFP and the associated ~~appendices~~. This organization is tax exempt and, as such, the proposal price shall not include any federal or state tax.
- Each vendor will be responsible for all costs incurred in preparing and submitting their proposal.
- All documents submitted as part of the vendor's proposal will be deemed confidential during the evaluation process.
- All proposals will be subject to public disclosure in accordance with state and federal law after the award of the contract. It is the responsibility of the vendor to notify us if any of the information is proprietary in nature and exempt from disclosure.
- Your proposal will be valid for 180 days to facilitate a thorough review.
- The County reserves the right to accept or reject any or all proposals and select the proposal which best meets its needs regardless of the cost.

Formatted: Not Highlight



**York County Government, Maine**  
OFFICE OF THE COUNTY COMMISSIONERS  
**Scope of Work for Request for Proposal**

**Section 65 – Proposal Format**

The vendor must provide its proposal in accordance with the structure and content specified in the following sections:

**Cover Page**

This must include the vendor's legal name and contact information, as well as the name of the RFP and the date the proposal is due.

**Transmittal Letter**

This must be provided on the vendor's letterhead and must include the following:

- A list of all addenda to the RFP, including the vendor's statement that any responses required by those addenda have been made within the proposal
- A statement that the proposal will be valid for 180 days from the due date.
- Acknowledgments and responses, as applicable, to sections 1 through 4

Failure to provide a transmittal letter in accordance with the provided instructions will result in rejection of the vendor's proposal.

**Table of Contents**

This must include a paginated list of the information provided within the proposal.

**Executive Summary**

This must include a minimum of the following information:

- Company Overview - Current context, history, year the company was established, type of ownership of the company and parent company (if applicable), philosophy/approach to doing business, sectors in which the vendor does business, and financial status and company health.
- Company Executives - Provide a detailed list of company executives, including education, experience, and current responsibilities within the company.
- Benefits - Describe how working with the vendor would be to the County and affiliates particular benefit.



## York County Government, Maine

OFFICE OF THE COUNTY COMMISSIONERS

### Scope of Work for Request for Proposal

- Support and Maintenance - This must include a complete description of the maintenance and support services which are offered by the vendor as part of this proposal.
- References and Experience - The vendor needs to provide a summary of its experience in implementing a system of this nature and relate its relevance to the proposed project in terms of the technical scope, tasks involved, deliverable products, etc.

Provide a minimum of 5 references of a similar size and scope to the County and affiliates. Each reference must include the following information:

- Entity name and address.
- Contact person with email and telephone number.
- Date the entity became a client.
- Products purchased.

- The vendor must ensure that all information for the references is current and that the contact person is willing to provide a reference. References are likely to be checked by phone and will require a minimum of 10 to 15 minutes of the contact person's time.

Formatted: Indent: Left: 1", No bullets or numbering

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

- Software Overview - This must include a brief overview of the software solution, including how all the products and modules are integrated towards a viable solution..
- Technical Requirements - This must include our completed *Technical Requirements* spreadsheet (see Appendix B) and any extended explanations which may be needed for the vendor's answers to particular requirements.
- Implementation - This must include both an overview of the general implementation process as well as a timeline which shows the major milestones of the project from contract signing all the way through system acceptance. This section should also include:
  - Data Conversion Process - This must include a brief overview of the company's experience with data conversion, as well as a detailed explanation of the data conversion process.
  - Training - This must include an overview of the general approach to training, as well as a sample training plan.
- Network and Client Hardware Specifications - This must include minimum and recommended specifications for network architecture and client workstations.
  - Required network specifications should include Desktop Latency, Desktop Bandwidth, Mobile Latency, Mobile Bandwidth, and WAN Upload and Download Bandwidth.
  - Required workstation specifications should include Processor, Memory, Disk Space, Display, and Operating system.





**York County Government, Maine**  
OFFICE OF THE COUNTY COMMISSIONERS  
**Scope of Work for Request for Proposal**

- Pricing - This must include detailed subscription pricing for the software, hardware, and services included in this proposal. In addition, subscription costs must be included for five (5) years. Also include any terms or conditions associated with the pricing. Also include a description of the costs associated with new releases (what does it cost to move from Version X to Version X.1?).
- Miscellaneous Information - This must include the following information:
  - Company Financials - Provide an overview of the company's financial history and position in the software market.
  - Issues and Assumptions - Describe any issues or assumptions that could impact the successful outcome of the project.
  - Forms - Provide completed forms requested herein such as, but not limited to, the affidavit provided in the appendices.

**Section 76 - Evaluation of Proposals**

As previously stated, you acknowledge that your proposal will be valid for 6-months to allow us time to thoroughly review everything. Additional clarifying information may be requested from the vendors during the review period.

Evaluation Criteria – Proposals will be evaluated using the following criteria, presented randomly in no particular order of importance:

- Completeness of the proposal – Did the vendor adequately address all items in Section 65
- Proposer's history of performance on previous projects with attention being given to projects of a similar nature.
- Adequacy of personnel and equipment to perform the work.
- Cost – Does the proposed solution provide the needed functionality at a reasonable cost to the County?
- Compliance with Appendix A and B
- Proposer's approach to planning, organizing, and management of the project including approach to problem solving, data gathering, communication and committee participation.
- Functionality – Does the proposed solution include the functionality which is essential to the County?
- Proposer's understanding of our public safety training needs.
- Warranty customer support – Thoroughness of support program, reputation of company in terms of responsiveness, thoroughness of testing and availability and overall cost of support and upgrades.
- Present workload with consideration of present and future commitments.
- Insurance – Proof of liability coverage is required. Applicants shall indicate their ability to provide proof of coverage for the following minimum insurance requirements:



## **York County Government, Maine**

OFFICE OF THE COUNTY COMMISSIONERS

### **Scope of Work for Request for Proposal**

- General Liability coverage of \$1 million per occurrence and \$2 million in the aggregate
  - Motor vehicle liability coverage of \$1 million combined single limit
  - Proof of workers' compensation coverage
  - Professional errors and omissions coverage of \$1 million
- 
- Please explain your proposed pricing and how it works. How do you propose integrating contents from agencies that already subscribe to your service?
  - Familiarity working with public sector governments in Maine.
  - Timeline – Each proposal shall include a timeline for the project which shall include an estimated completion date for all phases.
  - Other factors as deemed pertinent by selection authority which may include... site visits, oral presentations and/or site visits/demonstrations.



**York County Government, Maine**  
OFFICE OF THE COUNTY COMMISSIONERS  
**Scope of Work for Request for Proposal**

**Appendix A: Debarment and Judgment Affidavit**

By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals, and any subcontractors named in this proposal:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from bidding or working on contracts issued by any government agency.
- b. Have not within the five (5) year period preceding the submission of this proposal:
  - i. Been convicted of or had a civil judgment rendered against them for fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, State, or Local government transaction or contract;
  - ii. Been convicted of or had a civil judgment rendered against them for violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (b), subparagraphs (i) and (ii) of this certification;
- d. Have not within the five (5) year period preceding the submission of this proposal had one or more Federal, State, or Local government transactions terminated for cause or default.


Name:	Title:
Authorized Signature:	Date:



**York County Government, Maine**  
OFFICE OF THE COUNTY COMMISSIONERS  
**Scope of Work for Request for Proposal**

**Appendix B: Functional and Technical Requirements**

**JOB DESCRIPTION**

<p>County of York</p>  <p>Administration</p>	<p><b>Records Management Specialist</b></p> <p>Status: Full-time</p> <p>FLSA: Non-Exempt (\$25 Hour)</p> <p>Annual Salary: \$52,000</p> <p>Union: Non-Union</p> <p>Reports to: Deputy County Manager, And/or Designee</p>
---	---

**JOB SUMMARY**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**SUPERVISION RECEIVED AND EXERCISED**

Works under the general supervisor of the Deputy County Manager and his/her designee who provides guidance on conformance with established rules, regulations, and state laws.

**ESSENTIAL DUTIES**

1. Assist with the development and implementation of a county record classification, retention, and disposal process.
2. Create a survey of active records and record keeping practices across all county departments.
3. Establish records management procedures and schedules based on Maine State Archives local government recommendations.
4. Draft regulations for records management including procedures for digitalizing and storage of modern and historical county records.
5. Process and organize incoming records promptly.
6. Audit records or assist an auditor in doing so.
7. Classify, code, process, store, retrieve, and preserve or destroy records.
8. Access specific records for other members of the county and/or public as needed.

9. Assist county employees and the public with the use of research and archival equipment as needed.
10. Provide guidance to county departments for maintaining an organized inventory, directory, or index of all active records.
11. Digitize archival records with the appropriate software and technology.
12. Assist with the care, organization and storage of the archival records of the county commissioners.
13. Compile reports on activities within the records management system.
14. Training of county employees, department leaders, and the public on the retrieval of county documents, the use of county equipment.
15. Maintain privacy and confidentiality by securing records appropriately.
16. Keep up to date with the county disaster recovery plan for essential documents.

### **KNOWLEDGE, SKILLS, and ABILITIES**

- This position requires effective oral and written communication skills, excellent interpersonal skills, and intermediate to advanced computer literacy.
- Must be able to work independently with minimal supervision.
- Ability to gather data and make judgements.
- Adheres to County Government Policy and Procedures.
- Performs duties as workload necessitates.
- Demonstrates flexible and efficient time management and ability to prioritize workload.
- Meets County Government productivity and quality standards.
- Ability to utilize technology to accomplish assigned tasks. (IQS, Kronos, Microsoft Office Suite).
- Ability to assist with the implementation of any new related records management system.

### **NECESSARY SPECIAL REQUIREMENT(S)**

- Must be 18 years of age or older.
- High school graduate or equivalent required.
- Advanced degree in information records management preferred. OR completion of an associate degree or higher may be considered. Experience in the records management field may be considered in lieu of education.
- A minimum of two years' experience working directly in the records retention or document preservation field.
- Must successfully pass a pre-employment background check, and reference check.
- Must be able to provide proof of U.S. citizenship or legal right to work in the United States.
- Possess good customer service skills, and a professional and courteous demeanor.

### **PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is regularly required to talk and listen. The employee is frequently required to sit for long periods of time; walk; use hands to type for in a repetitive motion; manipulate fragile archival documents; and reach with hands and arms. As well as on occasion lift 25-30 pounds or more.

---

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

DRAFT