

Approval of Minutes -

Commissioner Davis made a motion to approve the June 26th, July 10th and July 24th, 2018 meeting minutes. Commissioner Sanborn seconded the motion. Vote to approve passed 3-0.

NWDB Update –

- Joanna spoke to Ed Upham, Director for Bureau of Employment Services at Maine DOL to inform him that her budget is ready to submit. Joanna informed Ed that she will not do so until she receives the terms and conditions from US Department of Labor. USDOL approved the recommendations of the State, but Joanna has yet to receive a copy of it. She and others have made at least six requests for a copy of the letter.
- Attorney John Chamberlain has advised Joanna not to refuse the contract presented to them for FY19.
- Joanna will be attending the quarterly board meeting tomorrow to review the strategic plan. Joanna states that because of the complications going on with the State that they have fallen behind as well as has lost a number of employees.
- Joanna states that there is a meeting this Friday at EMDC with Maine Workforce Development Board.

PRCC Update -

- Chris Lavoie presented week ending July 29th generated 3,072 incident cards for service; 1,298 9-1-1 calls; and 2,769 business calls. There were 4,067 calls total.
- Chris reported that the weekend was tough with staffing deficiencies. Due to lack of staffing he was unable to make schedule changes.
- Chris states that two of the three applicants are ready to start their training.
- Chris is requesting the Commissioners approve two promotions of two current call takers to continue their education to become dispatchers. Dispatcher can fill a call takers role but call takers can't fill dispatch positions.
- Jim Ryan ordered the backup equipment from Whitten's as approved by the Commissioners last week. The ergonomic keyboards are all set up and the dispatchers are pleased to have them. There are a few chairs that still need to be purchased for the call taker stations.
- Eastern Maine Healthcare contacted Chris Lavoie for a meeting today at 4:00 p.m. in reference to the combining of the two dispatch centers.
- Commissioner Davis made a motion to approve \$2,700 to hire Norm Boucher in consulting on the bids for the Regional Public Safety Communications Systems Upgrade. This will include an in-depth report showing the strengths and weaknesses of the two bidders. Commissioner Sanborn seconded the motion. Motion passed 3-0.

PRCC Update – Continued:

- Jim Ryan attended the supervisors meeting last week.
- Jim has placed all the plaques and recognition awards given to employees through the years back on the walls in the Com center. Jim found a recognition for one of our past employees that was never presented. Jim will hold a staff meeting and invite her down to recognize her with the award.
- Jim has invited the Commissioners to visit the Com Center to speak to the personnel.
- Jim has reached out to a contractor for a site visit to check into where the call taker consoles can be moved. Jim feels strongly they should not be in a different area than where they are currently located.
- Jim spoke to Maria Jacques who is the State Bureau 9-1-1 Director about training our new hires. She said the State will hold another class so that all the new personnel can get certified in ACT training.

Administrative Update –

- Bill reported that the \$12.2 M for jail funding has been signed by the Governor.
- Commissioner Davis moved to accept the engagement letter with Chester Kearney for the county audits. Commissioner Sanborn seconded the motion. Approved and signed, 3-0.
- Later today Bill, the Sheriff and Aaron Frey will meet to discuss future jail funding legislation.
- The Health and Safety Committee met last week and it was decided to have a fire alarm test drill tomorrow.
- Sheriff and Bill have dates for negotiations with FOP this Friday. Waiting on local wage data from FOP Jack Parlon.
- Kristine Higgins informed Bill she's had received a recent resignation from a Clerical Specialist. Internal opening notices were posted.
- Bill also sent out an internal posting for the Administrative Assistant opening in PRCC.
- The Deputy EMA Director position closed on Friday and there was a lot of interest generated. Interviews will be held next week.
- Payroll change notices signed for: Jeffrey D. Durley, Jessica K. Luna, James L. Nicholas and Seth A. Rolfe – Hired full-time; Taylor Keeran and Jordanna Sprague - Promoted; Stephen Boyd, Benjamin Brown, Gerald Carstensen, Rebecca Merrick, Nicholas Mitton, Adam Orcutt and Jennifer Sanford – Step Increase; Jason Raymond and Kenneth Spaulding – Change of Hours; Albert Parlee – Deceased; Chad LaBree, Joanne McIntyre and Monica McKay – Resignation; Mary Anne Hesseltine – Probationary Period Ended.

Administrative Update – Continued:

- Payroll Warrant to be approved for: \$ 218,245.76
- Accounts Payable Warrant to be approved for: \$ 149,832.77
- Unorganized Territory Warrant to be approved for: -None-

Executive Session---Commissioner Davis made a motion to go into Executive Session at 9:50 a.m., under 1 M.R.S.A. § 405 (6) (A) Personnel Matter. Commissioner Sanborn seconded the motion. Vote to approve 3-0. Present were: Bill Collins and Michelle Tanguay. Session ended at 10:00 a.m. No votes taken

Executive Session---Commissioner Davis made a motion to go into Executive Session at 10:01a.m., under 1 M.R.S.A. § 405 (6) (A) Personnel Matter. Commissioner Sanborn seconded the motion. Vote to approve 3-0. Present were: Bill Collins, Chris Lavoie and Jim Ryan. Session ended at 10:015 a.m. No votes taken

Executive Session---Commissioner Davis made a motion to go into Executive Session at 10:16 a.m., under 1 M.R.S.A. § 405 (6) (A) Personnel Matter. Commissioner Sanborn seconded the motion. Vote to approve 3-0. Present were: Bill Collins. Session ended at 10:27 a.m. No votes taken

Public Comment – None.

Meeting Adjourned-

Commissioner Davis moved to adjourn the meeting at 10:30 am with no further business on the agenda. Commissioner Sanborn seconded the motion. Moved to approve passed 3-0.

Certified By:

Administrator, William Collins

Peter K. Baldacci, Chairman

Laura J. Sanborn, Commissioner

Thomas J. Davis, Jr., Commissioner