

Maine
Cumberland County

CUMBERLAND COUNTY COMMISSIONERS' MEETING

MINUTES

January 14, 2019

CALL TO ORDER – 5:30 pm

Commissioners in Attendance:

James Cloutier, Chair
Thomas Coward
Stephen Gorden
Neil D. Jamieson, Jr.
Susan Witonis

Staff in Attendance:

James Gailey, County Manager
Don Brewer, Human Resource Director
Travis Kennedy, Director of Public Affairs
Alex Kimball, Deputy Manager – Finance & Administration
Barbara Owens, Executive Assistant/Deputy Clerk

The meeting was held at 5:30 PM at the Cumberland County Courthouse, Peter Feeney Room, 142 Federal Street, Portland, ME 04101

PLEDGE OF ALLEGIANCE

APPROVAL OF THE MINUTES

County Commission Chair James Cloutier asked for a motion for approval of the Regular Meeting Minutes for December 10, 2018. Commissioner Neil D. Jamieson, Jr., so moved, Commissioner Susan Witonis seconded the motion. All Commissioners voted unanimously in favor, 5-0.

COMMENTS FROM THE PUBLIC

There were no comments from the public

INFORMATIONAL REPORTS/PRESENTATIONS

Commission Chair James Cloutier recognized former Commission Chair Neil D. Jamieson, Jr., with a plaque for serving as Chair for the year 2018. Commissioner Jamieson stated that it was a busy year and he did enjoy, as he has in years past, working so much with the Board. He also stated that he believes Cumberland County has an excellent Executive Staff and he welcomed Commissioner Cloutier as the new Chair stating he is glad to fill the Commissioner role in the backseat this year.

CONSENT AGENDA APPROVALS

19-001 Approval of the Sheriff's Office Commissions for December 2018/January 2019

Commission Chair James Cloutier asked for a motion to approve the Consent Agenda Item. Commissioner Susan Witonis so moved, Commissioner Stephen Gorden seconded. All Commissioners voted unanimously in favor, 5-0.

NEW BUSINESS

19-002 Cumberland County Commissioner Committee Appointments

Commission Chair James Cloutier asked for a motion to approve all Cumberland County Commissioner Appointments for 2019. Commissioner Neil D. Jamieson, Jr. so moved, Commissioner Susan Witonis seconded. All Commissioners voted unanimously in favor, 5-0.

19-003 Amendment of Non-union Personnel Policy

County manager Jim Gailey discussed the amended Non-Union Personnel Policy at length stating it was a very large document combining the County's old set of Administration of Regulations as well as the County's somewhat outdated Non-Union Personnel Policy. The new Personnel Policy goes from 13 pages to 77 pages and reduces the Administrative Regulations from 37 down to 15. Jim stated it was a "heavy lift" to tackle this project, yet the document now abides by State and Federal laws and will serve as a useful document for not only the employees, but also our Human Resource and Finance staff. He thanked Human Resource Director Don Brewer, Deputy Manager of Finance and Administration, Alex Kimball as well as the Leadership Team for all their help with the document.

Don Brewer was very pleased with the document from a Human Resource point of view and Alex Kimball shared he felt it was a very definitive blueprint – and definitely needed for Cumberland County. Discussion was had by several of the County Commissioners.

Commission Chair James Cloutier asked for a motion to approve the Amendment of the Non-Union Personnel Policy. Commissioner Neil D. Jamieson, Jr. so moved, Commissioner Susan Witonis seconded. All Commissioners voted unanimously in favor, 5-0.

ACTION ITEMS

There were no Action Items this month.

OLD BUSINESS

19-004 Request for Reconsideration of December 10, 2018 of setting of newly-elected Probate Judge's annual salary.

Commission Chair James Cloutier asked whether there was a motion for reconsideration of Item 18-071 of the December 10, 2018 Commissioners' Meeting regarding the setting of newly-elected Probate Judge's annual salary. That item set the Judge's salary at \$55,000 per year with the opportunity to earn up to a 20% performance incentive. Commissioner Tom Coward so moved, Commissioner Susan Witonis seconded. All voted 4 to 1 (Gorden opposed) in favor. The favorable vote opened the item up at a point just prior to the vote of December 10, 2018, allowing for amendments. This matter was further discussed by the Commissioners.

Commissioner Neil Jamieson made a motion to delete the reference to a 20% performance incentive. Tom Coward seconded the motion. All voted 4 to 1 in favor (Gorden opposed).

Chairman Cloutier provided Probate Judge Aranson an opportunity to provide comments.

Chairman asked for any further amendments, and there were none. The final motion was to enact the Judge's salary, unchanged from the December vote at \$55,000 for 2019 per year with the 20% performance incentive removed. All voted unanimously in favor.

COMMENTS FROM THE COUNTY MANAGER

Jim Gailey congratulated the three re-elected Commissioners Cloutier, Coward and Gorden as well as re-elected Cumberland County Sheriff Kevin and Deputy Chief Naldo Gagnon. He also wanted to welcome newly-elected District Attorney Jonathan Sahrbeck and newly-elected Probate Judge Paul Aranson.

Jim shared there will be an upcoming facilitated Goal Setting meeting for the Commissioners and Leadership Team.

Jim also brought up other ideas on how to distribute copies of the Personnel Policy to the non-union employees, which represents approximately 150 employees.

COMMENTS FROM THE EXECUTIVE STAFF

Deputy Manager – Finance & Administration, Alex Kimball shared that his department is finalizing all 2018 invoices and that it looks like we will be in the black once all invoices are paid. He also shared that all the W2s for 2018 are out via email and hard copies will be arriving in the mail shortly. The 2019 Tax Anticipation Note (TAN) rate came in at 1.75% and with the 2019 Budget he will be keeping a very close eye on the revenue side. Payment from the State arrived 12/28 which was great.

Human Resource Manager Don Brewer shared that January is the start of a new employee benefits year and the benefits open enrollment went flawlessly. He complimented his Human Resource staff and especially was appreciative of all the hard work that Employee Relations Coordinator Dawn Pazmany did with open enrollment this year. Don also noted that annual Sexual Harassment Notice will be circulated to employees this week. Human Resources is also working on some County Departments to offer staff development training, which is being well-received.

Director of Public Affairs, Travis Kennedy mentioned that the County's broadband contractor is beginning outreach to individual towns to schedule meetings with town managers and that he will plan to attend as many of those meetings as possible. He also talked about a constituent survey regarding broadband needs and demand that the County will promote through as many channels as possible.

COMMENTS FROM THE COUNTY COMMISSIONERS

Commissioner Susan Witonis shared that she read the Non-Union Personnel Policy over twice and she is glad that the County will have it. She stated that it was very well done. She also commended Travis Kennedy on the January 4th Cumberland County Delegates breakfast. She congratulated all the re-elected Commissioners and also asked that the date for the Goal Setting be skipped for the month of February.

Commissioner Steven Gorden asked if the Goal-Setting meeting set for February 25th could be re-scheduled due to a prior commitment and he preferred to not miss it. He also shared that he felt like the meeting with the Cumberland County delegates went well and thanked Travis and County staff for all their work with this. He also reminded us that many federal employees due to the government shutdown may be affected by this and to remind them that the food pantries are open and that is why they are there.

Commissioner Neil Jamieson added that he believed the Legislative delegate breakfast was very informative and made it very easy to meet and mingle with the delegates. It was also a great opportunity to highlight what Travis has been doing here at the County level. Neil also spoke about what a great retirement event was held in honor of former Probate Judge Joseph Mazziotti. He reminded us to look out for our neighbors in these very cold times as winter is here and reminded us to support the youth in their high schools during their season of sports.

Commissioner Thomas Coward also commented on how very nicely put together the Cumberland County Delegate breakfast at the Seasons was. It was so encouraging to see many of the legislators having discussions going in an atmosphere that had so much positive energy. He said it was a tribute to our staff. Tom also commented on the Maine County Commissioners Association's annual general meeting was recently held and that he and Commissioner Steve Gorden were in attendance. There were many issues across the State discussed. He also stated that the MCCA is appointing a committee to look at their budget and into how funds go to the MCCA.

Commissioner Chair Jim Cloutier joined everyone in thinking that the legislative breakfast was a success. He noted how all the work related to the Counties and the Counties' jails seemed to sink in. He noted that the local taxation was also brought up and he believed that a lot of forward progress has been and is being made. He also discussed the Broadband being a big priority and looks forward to seeing how it goes.

ADJOURN

Commissioner Stephen Gorden moved to adjourn the meeting. Commissioner Susan Witonis seconded. All Commissioners voted unanimously in favor, 5-0. Meeting adjourned at 6:40 pm

Next Commissioners' meeting: Monday, February 11, 2019 in the Peter J. Feeney Conference Room, Cumberland County Courthouse, 142 Federal Street, Portland, ME at 5:30 PM.