OXFORD COUNTY COMMISSIONERS
MEETING MINUTES

February 18, 2020

Meeting Convened
At the Court of Oxford County Commissioners begun and held at Paris, Maine within and for the County of Oxford at 9:00 am on Tuesday, February 18, 2020 being a regular session, there were present:

Timothy Turner  Chairman
Steven Merrill  Commissioner
David Duguay  Commissioner
Tom Winsor  County Administrator

The Pledge of Allegiance was recited.

Agenda Adopted
The agenda was adopted as written.

Minutes Approval
The following action occurred regarding sets of minutes of previous meetings:

January 21  approved with amendments
February 6  approved with amendments

Executive Session to Discuss a Personnel Matter
The Commissioners then entered an executive session (1 M.R.S.A. § 405-6 A) to discuss a personnel matter involving a recommendation for dismissal of a County Employee. They returned to open session and voted to adopt the confidential written decision containing findings of fact and conclusions, dated February 18, 2020, which was reviewed in executive session, and to place the written decision confidentially on file pursuant to 30-A M.R.S. § 503 (B) (5), which written decision is hereby adopted as the final determination of the Board of Commissioners pursuant to 30-A M.R.S. § 501 (3) (A).

Public Comment
None.

Department Heads
Department heads met with the Commissioners to discuss a variety of topics, some being unique to specific departments and other topics being of concern to several or all departments.

Sheriff's Report
Sheriff Chris Wainwright and Chief Deputy Jim Urquhart spoke with the Commissioners regarding departmental matters.

The Sheriff noted that he is working on setting a new civil fee but needs further information on the affect of a mileage rate change first. This item will be discussed further on March 5.
The Commissioners approved the posting of part-time Corrections Officer positions.

**Lunch Recess**
The Commissioners recessed for lunch at 12:00pm and reconvened at 1:00pm.

**Treasurer's Report**
Marc Roy of Berry Talbot Royer attended the meeting in place of Treasurer Beth Calhoun as she was unable to attend. He distributed written reports at that time.

It was noted that the board would like to start receiving month-end budget to actual reports retro to January 31 and month-end departmental variance reports retro to January 31 as they have in the past.

**Personnel Updates and Actions**
The Commissioners accepted the resignation of Sheriff's Deputy Jake Clark effective February 28 and acknowledged the full-time position opening.

The Commissioners authorized the hiring of Dianna Wykofka of Norway as a full-time Dispatcher with the following confirmed:

- Effective Date: February 18, 2020
- Wage Rate: $15.61/hr (entry, 40 hrs/wk)
- Special Conditions probationary period per policy

The Commissioners authorized the hiring of Samantha LaBrecque of Rumford as a full-time Custodian/Maintenance Worker with the following confirmed:

- Effective Date: February 23, 2020
- Wage Rate: $18.05/hr (3rd year step, 40hrs/wk)
- Special Conditions probationary period per policy

The Commissioners approved an Administrative Procedure re Promotions.

**Items for Discussion and Action – Considered as Time Permits Throughout Meeting**
The Commissioners discussed the following and acted only as underlined.

1. **Received** update from Maine County Commissioners Association
2. **Reviewed** proposed contract from Workgroup Technology for additional IT support
3. **Received** Administrator’s Report

Commissioner Dave Duguay mentioned that the County should consider implementing a sentiment program for when certain people, groups, or events deserve special recognition.
Adjournment
The Commissioners adjourned at 2:03pm.

Timothy G. Turner, Chairman

Steven M. Merrill Commissioner

David A. Duguay Commissioner

Notes:
1) These minutes are intended to be a brief description of meeting actions to provide, in a general sense only, an account of what was discussed.

2) Unless otherwise noted, all votes taken by the Commissioners were unanimous.