OXFORD COUNTY COMMISSIONERS
MEETING MINUTES

January 9, 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 Thursday, January 9, 2020 being a special 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:

December 17    approved with amendments

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

The Sheriff noted that they would be re-posting for the position of full-time Sheriff's Deputy as they have exhausted the previous list of applicants.

The Commissioners authorized a budget carry over for unused vehicle funds which will go into a capital reserve account.

Personnel Updates and Actions
The Commissioners noted that they will begin routinely reviewing and updating policies at their monthly workshop meetings. It was noted that one to three policies will be reviewed at a time.

The Commissioners briefly discussed policy re call outs before holidays but determined it was covered by existing policy.

The Commissioners discussed recent changes to policy re hiring process. They noted that they would make an adjustment to that policy at the next meeting to help streamline the process. In the meantime, they authorized RCC Director Donald Durrah to extend a conditional offer of employment to two applicants so that they may move forward in the hiring process.

The Commissioners approved changes to policy re resignations. It was noted that Executive Assistant Abby Shanor would distribute to employees.
The Commissioners approved an administrative procedure re reporting of damaged property. It was noted that Executive Assistant Abby Shanor would distribute to employees.

The Commissioners accepted the resignation of Dispatcher Candice Jack effective January 3.

The Commissioners accepted the resignation of Dispatcher Teresa Grenier effective January 2 and authorized her to remain a part-time dispatcher following a two-week separation policy per contract with a wage rate of $17.50/hr.

The Commissioners then authorized the posting of two fill-time dispatch positions.

The Commissioners authorized the hiring of Danielle Gilbert of Bethel as a full-time Legal Secretary with the following confirmed:

- Effective Date: January 27, 2020
- Wage Rate: $16.45/hr (2nd year step)
- Specials Conditions: contingent upon successful pre-employment physical at Concentra, probationary period per policy

The Commissioners approved changes to the job description for the position of District Attorney’s Office Administrator and adjusted the pay scale accordingly.

The Commissioners authorized a payment in the net amount of $250 as a one-time bonus to Legal Secretary Lisa Mack in recognition of her picking up an extra workload for the six weeks that the other Legal Secretary position was vacant.

The Commissioners provided Labor Consultant Annalee Rosenblatt with available dates for a grievance hearing.

**Lunch Recess and Annual Jail Tour**
The Commissioners recessed at 11:40am for lunch and their annual tour of the county jail. They also toured the new court building and reconvened at 1:40pm.

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

1. Received Administrator’s Report

**Adjournment**
The Commissioners adjourned at 2:30pm.
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.