

**Penobscot County Commissioners' Meeting Minutes October 18, 2022 2406**  
**9:00 AM Commissioners Laura Sanborn, Peter Baldacci and Andre Cushing 60°**

**Roll Call -**

Commissioner Sanborn opened the meeting at 9:00 AM from the Commissioners Chambers with all Commissioners, Administrator Adkins, and Dep. Admin. LaBree present.

Treasurer John Hiatt was absent

**Approval of Minutes –**

Commissioner Baldacci moved to approve October 11, 2022 Meeting Minutes. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

**Public Comment –**

***Janet Drew – Resident of York County***

Participant requested more clarification on the culture study from that jail from this summer. Commissioner Baldacci stated that once received, the public will be able to review it.

**Probate Update –**

Registrar Renee Stupak reported the following:

- Staffing is down one full time employee out on medical
- Office is incredibly busy; making courtesy calls to petitioners to let them know that we need more time
- There is a meeting Thursday for the Universal Practice Committee

**Probate (Department 11) Budget Presentation –**

Register Renee Stupak presented her department's budget for the 2023 calendar year:

- 2023 / Proposed Expenditures - \$621,770.92 Revenues - \$245,000
- More information will be provided on the departments volume and cost of adding a part-time person

Commissioner Baldacci moved to take this budget under advisement; Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

**ARPA Beneficiaries Awarding of Checks –**

Grant Manager Lisette Carrithers introduced members of organizations that were awarded ARPA monies.

- Welcome to Housing Home Goods Bank, Inc. – Chris Olsen - \$15,000
- Save – A – Life – Gary and Mary Bies - \$25,000
- Golden Harvest Grange Hall – Kevin Howell - \$10,000
- Bangor Area Homeless Shelter – Boyd Kronholm - \$25,000
- MMHC Together Place of Bangor – Sean Faircloth - \$24,250
- Breaking the Cycle of Millinocket – Heidi Wheaton - \$25,000
- PIR2Peer of Millinocket – Ginger Collins and Michelle Anderson- \$25,000
- Food AND Medicine of Bangor – Jack McKay - \$24,835
- Neighbors Supporting Neighbors Community Pantry – Carol Lackedy - \$25,000

Each member discussed how the awards would help further their efforts to make Penobscot County a better place to live for everyone. They also thanked the Commissioners.

**DA's Update –**

Office Manager Kristine Higgins provided the following:

- The Prosecutor Conference will be held in Bar Harbor October 25<sup>th</sup> through the 27<sup>th</sup>
- We're working on getting a secure internet connection at the court to support ability for digital files
- We have an intern from Eastern Maine Community College in the criminal justice program that will be with us 1-2 days a week helping with arraignments & some clerical duties
- ADA Chelsey Lynds was nominated and selected to attend the National Computer Forensic Institute in Alabama

**EMDC (Department 30) Budget Presentation –**

Lee Umphrey, President and CEO of EMDC presented Dept. 30 budget for the 2023 year requesting the same funding as last year. Commissioner Baldacci moved to approve the request of \$63,000 with an additional \$ 2 K coming from the PILT fund to fulfil the request of \$65,000. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

**Penobscot County Extension Services (Department 35) Budget Presentation –**

Administrative Support Supervisor, Theresa Tilton presented Penobscot County Extension Services (Dept. 35) Budget for the 2023 year.

- 2023 / Proposed Expenditures - \$106,431      30% increase from last year

Commissioner Baldacci moved to take this budget under advisement; Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

**Insurance, Retiree's (Department 22) Budget Presentation –**

Finance Director Jason Mallar presented Insurance, Retiree's (Dept. 22) Budget for the 2023 year.

- 2023 / Proposed Expenditures - \$108,500

Commissioner Baldacci moved to take this budget under advisement; Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

**Bridge Account (Department 24) Budget Presentation –**

Finance Director Jason Mallar presented Bridge Account (Dept. 24) Budget for the 2023 year. Department 24 requested amount stayed the same as previous years. Commissioner Baldacci moved to approve \$100. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

**Loan Interest (Department 31) Budget Presentation –**

Finance Director Jason Mallar presented Loan Interest (Dept. 31) Budget for the 2023 year. Department 31 proposed a 1.22% increase (\$664,542). Commissioner Baldacci moved to approve the budget as presented. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

**Soil Conservation (Department 38) Budget Presentation –**

Finance Director Jason Mallar presented Soil Conservation (Dept. 38) Budget for the 2023 year. Department 38 proposed a 14.76% increase (\$86,341.23). Commissioner Baldacci moved to approve the budget as presented. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

**Labor Relations (Department 39) Budget Presentation –**

Finance Director Jason Mallar presented Labor Relations (Dept. 39) Budget for the 2023 year. Department 39 requested amount stayed the same as last year. Commissioner Baldacci moved to approve \$4,000. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

**Wage Adjustment (Department 40) Budget Presentation -**

Finance Director Jason Mallar presented Wage Adjustment (Dept. 40) Budget for the 2023 year. Department 40 requested amount stayed the same as previous years. Commissioner Baldacci moved to approve \$30,000. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

**Penquis C.A.P (Department 36) Budget Presentation –**

Kara Hay, President and CEO of Penquis C.A.P. presented Department 30 budget for the 2023 year. Penquis C.A.P. is requesting \$1,089,000 for this year's budget. Commissioner Cushing moved to approve \$25,000 for Penquis C.A.P. (Dept. 36) 2023 Budget. Commissioner Baldacci seconded the motion. Vote to approve passed 3-0.

**HR (Department 2) Budget Presentation –**

Deputy Admin. Michelle LaBree presented HR (Dept. 2) Budget for the 2023 year. The requested amount is a 11.37% increase from last year. Commissioner Baldacci moved to approve \$213,191.46 for HR (Dept. 2) Budget for the 2023 year. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

**Administration (Department 6) Budget Presentation –**

Deputy Admin. Michelle LaBree presented Administration (Dept. 6) Budget for the 2023 year. The requested amount is an 8.4% increase from last year's budget. Commissioner Baldacci moved to approve \$393,054.03 for Administration (Dept. 6) Budget for the 2023 year. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

**PRCC Recruitment and Retention Discussion –**

Administrator Adkins, Dep. Admin. LaBree, Director Chris Lavoie, Dispatchers Toni Davis and Tim Hall, along with ASFSME Representative John Nuttall came before the Commissioners for support and consideration on a letter presented on areas that they would like to be addressed. Discussion continued with more follow up to be presented at another meeting.

**Administration Update –**

Administrator Adkins and Dep. Admin. LaBree reported the following:

- Open positions on the Corrections side are starting to fill those vacancies
- Jennifer participated in the Tri-County Career Center Job Fair last Thursday
- An offer has been made for the Payroll Coordinator; we are waiting to hear back.
- The budget committee hearing is scheduled for November 10<sup>th</sup>
- Commissioner Cushing moved to approve Administrator Adkins as the entity administrator on Sam.gov. Commissioner Baldacci seconded the motion. Vote to approve passed 3-0. Signed by Commission Chair Sanborn.
- CIGNA sponsored Fall Fitness challenge starts today – so far 25 employees have signed up

Warrants:

- Payroll Warrant to be approved for 10.14.2022: \$ 281,7229.51
- A/P Warrant to be approved for 10.18.2022: \$ 354,778.71
- UT Warrant to be approved for: NONE
- UT TIF Warrant to be approved for: NONE

Commissioner Baldacci moved to approve the warrants as presented. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

Payroll Change Notices signed for: Cassandra Morris and Sawyer Houpt – Hired full-time; Camron Barrieau – Promoted; Jordanna Sprague – Payroll Status Changes

Executive Session---Commissioner Baldacci made a motion to go into Executive Session at 11:10 a.m., under 1 M.R.S.A. § 405 (6) (D) Contract Matter. Commissioner Cushing seconded the motion. Vote to approved passed 3-0. Present were: Commissioners, Administrator Adkins, Dep. Admin. LaBree and Grant Manager Lisette Carrithers. Session ended at 11:38 a.m.

**Action Taken - None**

**Meeting Adjourned-**

Commissioner Baldacci moved to adjourn the meeting at 11:40 a.m. with no further business on the agenda. Commissioner Cushing seconded the motion. Vote to approve passed 3-0.

**Certified By:**

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Administrator, Scott A. Adkins

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Laura J. Sanborn, Chair

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Peter K. Baldacci, Commissioner

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Andre E. Cushing, III, Commissioner