Authority Board Room, Two Bridges Regional Jail

522 Bath Road, Wiscasset

Wednesday, December 14, 2016 @ 4:00 PM

**MINUTES**

**Members Present: Unexcused Absences: Excused Absences:**

Kenneth Mason

Joel Merry

Mark Waltz

William Blodgett (alt)

Todd Brackett

Daniel Bradford

Pamela Hile (alt)

Carrie Kipfer (alt)

Charles Leadbetter (alt)

Peter Lepari

Denise Marr

Katharine Martin-Savage

Todd McPhee

Hamilton Meserve

David Miller (alt)

David Sinclair (alt)

Mary Trescot

Charles Crosby

Brett Strout

Staff:

James Bailey, *Correctional Captain*

William Frith, *Administrative Lieutenant*

Anne Marie Griffin, *Accounting Manager*

Others Present:

Abigail Adams, *Lincoln County News*

Chuck Thompson, *Thayer Corporation*

Chair Mary Trescot opened the meeting at 4:04 PM with the Pledge of Allegiance.

1. Public Comment – none.
2. Report of the Chair – none
3. Approval of Minutes
	1. Meeting November 9, 2016

**On a motion made, seconded and carried, it was**

**VOTED: to approve the minutes of the November 9, 2016 meeting.**

**Vote was unanimous.**

1. Committee Reports
	1. Finance Committee

Hamilton Meserve stated that revenue was coming in as projected. Expenses were under 4% - 5% due mostly to low staffing levels. He recommended the purchase of a truck for plowing snow. The shared human resources position was being developed with Lincoln County. A self-insured health plan was being looked into. He stated that a rebate was owed by MedPro because they had overcharged.

**On a motion duly made by Katharine Martin-Savage, seconded by Charles Leadbetter, it was**

**VOTED: to approve the Financial Reports as read.**

**Vote was unanimous.**

* 1. Executive Committee

James Bailey stated that the replacement of the air handlers was behind schedule and they would not be installed until March or April. The owner of Thayer Corporation was not willing to reduce the costs of replacing the air handlers. James Bailey stated that Jeff Peters advised him not to make more payments until progress was made. Todd Brackett stated that we did not do a good job with the contract and he was disappointed that we will be behind in savings approximately $50,000. Chuck Thompson apologized for the delay. He stated that future work will be done correctly and professionally.

* 1. Human Resources Committee

Mary Trescot stated that Katharine Martin-Savage will be leaving the Authority and volunteers were needed for the HR committee. Pamela Hile, David Miller and Denise Marr volunteered for the committee.

* 1. Policy Committee – none.
	2. Buildings and Grounds Committee – none.
1. Administrator’s Report – James Bailey
	1. Staffing Update

James Bailey stated that there were eleven vacancies for officers. One former officer was returning in January. Applications have not been coming in as hoped. James Bailey stated that aggressive advertising would begin in an effort to receive more applications for employment. He stated that the shared human resources position would be a Lincoln County employee and we would pay half of the employee cost. Jeff Peters had reviewed the Memorandum of Understanding with Lincoln County and James Bailey was hopeful to have it signed.

* 1. Population Report

James Bailey stated that the current inmate population was 144 inmates. There were three federal inmates.

* 1. Budget – none.
	2. Other

James Bailey stated that he had met with MedPro owner Terry Thurlow to go over billing numbers. MedPro was overcharging because they billed based on the inmate population from the wrong report. We were overcharged approximately $5,100 over the last three months. We will pay the contracted price without overages for November. James Bailey was confident the issue will be resolved soon.

**On a motion made by Hamilton Meserve, seconded by Katharine Martin-Savage, is was**

**VOTED: to enter into a Memorandum of Understanding with Lincoln County to share a human resources employee.**

**Vote was unanimous**

1. Old Business

**On a motion made by Katharine Martin-Savage, seconded by Daniel Bradford, it was**

**VOTED: to go into Executive Session at 4:35pm pursuant to 1 MRSA section 405 6 A “to discuss the appointment, assignment and duties of an individual.”**

**Vote was unanimous.**

The Board came out of Executive Session at 5:06pm.

**On a motion made by Todd Brackett, seconded by Katharine Martin-Savage, it was**

**VOTED: that there be no change in Mark Westrum’s status until a date in January as deemed appropriate by the Chair of the Authority.**

**Vote was unanimous.**

1. New Business

Peter Lepari stated that policy required that an employee who is in an acting position with a higher pay grade shall receive the compensation of that higher pay grade on the sixteenth consecutive shift of that acting assignment. He stated that James Bailey had been the acting Jail Administrator since October.

**On a motion made by Peter Lepari, seconded by Katharine Martin-Savage, it was**

**VOTED: that James Bailey be paid $40.98 per hour with retro pay to October 26, 2016 and that he remain at that pay rate until his duties change.**

**Vote was unanimous.**

There being no further business, on a motion made, seconded and carried, none opposed, the meeting adjourned at 5:10 PM.

Respectfully submitted, A True Record

 ATTEST:

William Frith