

FRANKLIN COUNTY COMMISSIONERS MEETING AGENDA

LOCATION: Franklin County Commissioners Conference Room 2nd Floor

DATE AND TIME: April 2, 2024 @ 3:30 PM

The Franklin County Commissioners' meetings are open to the public. This meeting is also available virtually via Video Conferencing, Cloud Phone, Webinars, Chat, Virtual Events | Zoom. Here is the meeting ID# 492 510 0482 passcode 030621.

Executive Session 1 MRSA 405 (6) (A) Personnel Matter: Opioid Settlement Committee

APPOINTMENTS:

NEW BUSINESS:

- 1. Clerk's Report**
- 2. Treasurer's Report**
- 3. Summer Fest – Use of County parking lot on July 27, 2024**
- 4. Engineering RFQ – Commissioner appointed for interviews**
- 5. National Opioid Settlement Grant Fund – Commissioner designee**

OLD BUSINESS:

- 1. Salary Administration Policy**

MISCELLANEOUS:

Executive Session 1 MRSA 405 (6) (A) Personnel Matter: Road Supervisor

Executive Session 1 MRSA 405 (6) (A) Personnel Matter: County Administrator Annual Review

WARRANTS: UT, TIF and County AP

ADJOURNMENT:

County Commissioner's Meeting

Agenda Discussion and Analysis

April 4, 2024

Appointments:

Agenda Item: Clerk's Report

Comments: Minutes from the March 26, 2024, meeting

- Interviews will be conducted by Patrick Iberra with Mejorado with Department Heads beginning on April 3, 2024.
- Schools and businesses are preparing for the eclipse on April 8th. Due to the expected congestion, and the potential safety hazard, nonessential employees will be dismissed at 1 pm on that day.
- **Motion:** Recommended: Motion to approve and sign the minutes from March 26, 2024.

Summerfest-Use of the parking lot on July 27, 2024

Comments: Susan Terese is requesting the use of the parking lot on Church Street for Summerfest. They use the parking lot annually for the setup of food vendors for the event.

Recommendation: Motions: Approve the request to use the parking lot on July 27th.

Engineering RFQ

Comments: The county received one RFQ for engineering for the Reeds Mills Road bridge project. Calderwood Engineering submitted a proposal for services at a quote of \$102,000. We need to schedule the interview and designate one of the Commissioners to attend.

Recommendation: Motion: To designate _____ to participate in the interview process.

Opioid Settlement Grant Fund

Comments: Elaine Jeffrey from the National Opioid Settlement contacted me regarding communication with the authorized official. The commissioners need to designate someone to be the authorized official who will be the point of contact.

Recommendations: Motion: To designate _____ to be the authorized official regarding the national opioid settlements.

Old Business:

Salary Administration Policy

Comments: The Salary Administration Policy needed to be updated to specify the intent of the longevity stipend. It was requested at the meeting on March 26, 2024 that we clarify the exempt language surrounding longevity pay. See the attached revision.

Recommendation: Motion: Approve the revised Salary Administration Policy.

Salary Administration Policy

Purpose/Scope:

The purpose of this Policy is to outline the policies and procedures governing the administration of compensation for all county employees not covered by a collective bargaining agreement and those elected to office.

Statement of Compensation Objectives:

It's the County's objective to establish and maintain a compensation system that will:

- Attract, retain, and reward qualified personnel at all levels of responsibility;
- Reflect the relative difficulty and responsibility level of positions.
- Be externally competitive, as well as internally consistent and fair;
- Foster good employee communication by providing individual employees with information on the pay structure and its administration;
- Motivate employees to work toward the achievement of the County's goals.
- Control and predict salary expense;
- Be straightforward to administer; and
- Comply with applicable federal and state laws.

Policy:

The following statements express the County's objectives and policies with respect to the base pay of all employees. The County recognizes that not all these objectives may be completely achieved at all times for employees (due to budget constraints, etc.), but they are set forth herein to serve as guidelines against which proposed actions are to be evaluated.

- Establish grades and salary ranges that reflect the relative value to the County of the various positions.
- Ensure that, for comparable positions, pay rates and benefits are competitive with those offered by other employers providing similar employment;
- Adjust pay ranges when warranted by changing economic and competitive factors, as determined by an analysis of the cost of living and/or periodic compensation surveys; and
- Ensure that compensation is not influenced by age, sex, creed, race, national origin, disability, or other protected characteristics.

4. Longevity stipend: Nonunion employees who have greater than 15 consecutive years of employment with the county at the start of a new fiscal year will receive longevity. Nonexempt (hourly) employees will receive a longevity stipend of \$1.00 per hour. Exempt (salaried) and elected (stipend) employees will receive the longevity stipend at \$1.00 per hour which will be based on their regular biweekly schedule of 65 or 80 hours. This longevity stipend will be applied separately from regular wages.

Salary Increase at Time of Promotion

When an employee is promoted to a position in a higher pay grade, the employee's salary will be increased to the new grade according to the following chart:

| Grade Change | Step in New Grade |
|---|------------------------|
| Up One Grade between Grade 3 and Grade 10 | Same Step in New Grade |

If the promotion is more than 2 grades higher, the salary increase will be determined on a case by case basis. If the new Step would be below the minimum of the Salary Range, the salary will be at Step 1. In no event will the employee's salary be increased to exceed the Maximum of the Salary Range.

Promotions are recommended by the Department Head/Office Holder and must be submitted to the County Administrator, and approved by the County Commissioners.

Salary Decrease at the Time of Demotion

When an employee is voluntarily or involuntarily demoted, the employee's salary will be decreased to the new grade according to the following chart:

| Grade Change | Step in New Grade |
|---|------------------------------|
| Down one Grade between Grade 3 and Grade 10 | Same Step in New Lower Grade |

If the demotion is more than 2 grades lower, the salary will be determined on a case by case basis.

Salary Adjustments Due to Position Reclassification

When a current position is reclassified to a different grade by the County Administrator and Human Resources through the periodic evaluation of job responsibilities, the following guidelines will be followed and the County Administrator will make the final decision: