

June 15, 2017

**Minutes of the Washington County Commissioners'
Regular Meeting
held June 15, 2017
in the Washington County Probate Courtroom
Machias, Maine**

**Attending the meeting were:
Commissioner Christopher Gardner
Commissioner John Crowley, Sr.
Commissioner Vinton Cassidy
Betsy Fitzgerald, County Manager
Carla Manchester, Administration
Jill Holmes, Treasurer
Lora Whelan, Quoddy Tides
Rich Rolfe, Jail Administrator
Paula Johnson-Rolfe, Sheriff's Office
Barry A. Curtis, Sheriff
Michael Crabtree, Chief Deputy
Josh Rolfe, Regional Communications Center
Mike Hinerman, Emergency Management Agency**

Commissioner Gardner called the meeting to order at 5:01 p.m.

Approval of the regular Commissioners' meeting minutes for May 11, 2017 (Crowley/Gardner, 2-0-1)

AGENDA ITEM: Monthly and Quarterly Reports

The Commissioners were provided reports in their meeting packets. All reports were accepted under the gavel.

AGENDA ITEM: Payroll Change Notices

By consensus, the Commissioners accepted the resignation of Chelsea Moore as part-time Corrections Officer effective 05/27/17.

AGENDA ITEM: Tax Abatement Decision

The tax abatement request for Legris vs. Town of Lubec was heard on May 11, 2017. The Board of Commissioners denied the request for the tax abatement.

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AGENDA ITEM: Potential discussion of Travel and Meal Reimbursement adjustment

Treasurer Jill Holmes requested the Commissioners consider raising the meal reimbursement amounts. Jill stated the current meal allowance is \$7.00 for breakfast, \$11.00 for lunch and \$23.00 for dinner with a total of \$41.00 per day. Jill reported meal receipts for breakfast and lunch are consistently more than the meal allowance is at this time. Jill recommended raising the breakfast and lunch allowances by \$3.00 each.

***MOTION* Commissioner Crowley moved to adjust the Meal Reimbursement allowance by increasing the breakfast and lunch allowance by \$3.00 each per recommendation of Treasurer Jill Holmes. (Crowley / Cassidy, 3-0)**

AGENDA ITEM: Approval of Updated Quality Assurance / Quality Improvement Plan

RCC Operational Supervisor Josh Rolfe stated there had been a mandated review of the Quality Assurance / Quality Improvement Plan. There were some minor updates and changes made to the language. The updated copy of the QA/QI was presented for the Commissioners' review. (See attached) With the recommendation of the Operational Supervisor;

***MOTION* Commissioner Crowley moved to approve the updated Quality Assurance / Quality Improvement Plan effective 06/15/17. (Crowley / Cassidy, 3-0)**

Commissioner Gardner stated an emergency meeting of the Commissioners was held on June 8, 2017 pertaining to the current and future of Down East Correctional Facility. The Commissioners will investigate pursuing legal action regarding closure of the Down East Correctional Facility.

ADJOURNMENT

5:08 p.m.

ATTEST:

Carla J.R. Manchester, Admin. Asst.