

Maine
Cumberland County

CUMBERLAND COUNTY FINANCE COMMITTEE

Wednesday, September 29, 2021

The County Finance Committee held their meeting on Zoom.
The public may watch the YouTube video on [cumberlandcounty.org/live](https://www.cumberlandcounty.org/live)

CALL TO ORDER 5:30 p.m.

ATTENDANCE

Finance Committee Members:

Lee Pratt, Town of Gorham, District #1

Paul Tworog, Town of Bridgton, District #1

Dustin Ward, Town of New Gloucester, District #2

Robert Vail, Town of Cumberland, District #3

Jocelyn Leighton, City of South Portland, District #4

Mayor Kate Snyder, City of Portland, District #5 (Excused Absent)

Cumberland County Commissioners:

Commissioner Stephen Gorden, Chair

Commissioner Susan Witonis, Vice Chair

County Staff:

Jim Gailey, County Manager

Alex Kimball, Deputy Manager of Finance and Administration

Travis Kennedy, Director of Public Affairs

Approval of Remote Meeting Policy

Robert Vail so moved, and Paul Tworog seconded the motion to adopt the Remote Meeting Policy.

A Roll call vote was taken and the motion passed, 5-0.

Yes: Lee Pratt, Paul Tworog, Dustin Ward, Robert Vail, Jocelyn Leighton

Selection of Finance Committee Chair

County Manager Jim Gailey asked if the committee would nominate a chair for the Committee. Jocelyn Leighton moved to nominate Dustin Ward, who accepted. Robert Vail (Bob) seconded the nomination of Dustin Ward to the Chair of the Finance Committee.

A Roll call vote was taken and the motion passed, 4-0.

Yes: Lee Pratt, Paul Tworog, Robert Vail, Jocelyn Leighton
Abstain: Dustin Ward

Presentation & Dialogue of the Proposed 2022 County Budget

County Manager Gailey presented a Powerpoint Presentation of the County Budget.

Guidance For Process Moving Forward

Chairman Ward asked if the committee would consider adopting Roberts Rules as the framework of the meeting format.

Robert Vail so moved, and Lee Pratt seconded the motion to adopt Roberts Rules.

A Roll call vote was taken and the motion passed, 5-0.

Yes: Lee Pratt, Paul Tworog, Dustin Ward, Robert Vail, Jocelyn Leighton

The committee discussed how public comment would be received in lieu of meeting remotely, they agreed that public comments received via email would be acceptable.

Chair Ward asked the group how they would like to approach the budget review. Jocelyn Leighton stated that she would like to see the top 5 departments present and continue to have discussions as they arise. Paul Tworog suggested that meeting with top 5 Departments with a narrow scope to maximize everybody's time. Robert Vail clarified their (the committee's) role and the timeline for budget approval. Robert Vail requested to view some historical data and a breakout of salaries, wondering why Cross Insurance Arena doesn't pay for itself.

Lee Pratt suggested that the Committee craft a preliminary set of questions using a shared drive to present questions for County Department Heads.

Paul Tworog asked how the County determined their salaries. County Manager Gailey clarified the process stating that the Department of Finance determined salaries and benefits while each Department determined their operational budgets.

Chair Ward summarized information the Committee would like for their next meeting:

- Historical Data,
- Salary breakouts - sample,
- Benefits as a percent of salary,
- Questions for the top 5 Department Heads based on the size of their budget

- Sheriff (Administrative, Law Enforcement, Civil Division)
- CCRCC
- Facilities
- District Attorney's Office
- Information Technology

Chair Ward asked how members would like to collaborate regarding questions for Department Heads. County Manager Gailey offered the creation of a Google Document using a Google Platform and questions created in the drive would be attached to the next meeting packet and posted to the County Website available for the public to view.

Future Dates And Time Of Meetings

Chair Ward asked about scheduling the next two meetings, so as to allow Department Heads to review the Committee's questions ahead of time and discuss them with the Committee.

County Manager Gailey asked how the Committee would approve their Department Head questions. Robert Vail proposed that questions would come from group discussion. Lee Pratt agreed that preparing for questions beforehand would save time. Jocelyn Leighton asked when the questions would be generated, at the meeting or prior to the meeting. Chair Ward asked if group would be interested in reviewing questions prior to the next meeting and then have discussion at the meeting to finalize Department Head questions.

Deputy Manager of Finance and Administration Kimball stated that the Committee's deadline is November 15, 2021, thirty days before the end of the calendar year.

Robert Vail proposed Wednesday, October 13th, 2021, Wednesday.
Paul Tworog suggested October 20th, 2021, Wednesday.

Lee Pratt so moved, and Robert Vail seconded the motion to meet on October 13th to have brainstorm session and October 20th to meet with the County Department Heads.

A Roll call vote was taken and the motion passed, 5-0.

Yes: Jocelyn Leighton, Robert Vail, Paul Tworog, Lee Pratt, Dustin Ward.

Other

Adjournment: 6:50pm

A motion was made by Jocelyn Leighton, seconded by Robert Vail to adjourn.

Roll call vote was taken and the motion passed unanimously, 5-0.

Yes: Paul Tworog, Robert Vail, Jocelyn Leighton, Lee Pratt, Dustin Ward