

KNOX COUNTY COMMISSION

Special Meeting

Monday – June 15, 2020 – 8:30 A.M.

The Special Meeting of the Knox County Commission was held on Monday, June 15, 2020, at 8:30 A.M., via conference call, 62 Union Street, Rockland, Maine.

Commission members present were: Dorothy G. Meriwether, Commissioner District #1, Richard L. Parent, Jr., Commissioner District #2 and Sharyn L. Pohlman, Commissioner District #3

County staff present included: County Administrator Andrew Hart, Administrative Assistant Wendy Galvin, Sheriff Tim Carroll, EMA Director Ray Sisk and HR Laurie Bouchard.

Absent: Finance Director Kathy Robinson, Register Elaine Hallett, Register of Deeds Madelene Cole, Airport Manager Jeremy Shaw Prosecutorial Assistant/Investigator Shane Riley, Jail Administrator Ray Porter, District Attorney Natasha Irving and Maintenance Manager Jim Hagan.

Special Meeting – Agenda **Monday – June 15, 2020 – 8:30 A.M.**

I. 8:30 Meeting Called To Order

II. 8:31 Action Item

1. Act to Approve the Revised Job Description for Administrative Assistant to the Correctional Facility.

III. Adjourn

I. Meeting Called to Order

Commissioner Pohlman called the regular meeting of the Knox County Commission to order at 8:30 A.M.

II. Public Comment

Chair, Commissioner Pohlman asked if there was any public comment.
None.

III. Action Item

1. Act to Approve the Revised Job Description for Administrative Assistant to the Correctional Facility.
 - *A motion was made by Commissioner Parent to Act to Approve the Revised Job Description for Administrative Assistant to the Correctional Facility. The motion was seconded by Commissioner Meriwether. A vote was taken with all in favor.*

The meeting adjourned at 8:45 A.M.

Respectfully submitted,

Wendy Galvin
Administrative Assistant

The Knox County Commission approved these minutes at their regular meeting held on July 14, 2020.