

KENNEBEC COUNTY CO KENNEBEC COUNTY COMMISSIONERS MEETING

AGENDA

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DATE: FEBRUARY 2, 2021

WORKSHOP: 11:00 AM – ZOOM

CALL TO ORDER: NOON - ZOOM

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: January 19, 22, and 25, 2021

REPORTS:

COUNTY ADMINISTRATOR

HUMAN RESOURCES

TREASURER

FINANCE

INFORMATION TECHNOLOGY

DEEDS

DISTRICT ATTORNEY

E.M.A.

FACILITIES

PROBATE

SHERIFF'S OFFICE

CORRECTIONS

PROJECT UPDATES:

OLD BUSINESS

- 1) Signature for approval of County Warrants
- 2) New hire and termination change of status forms for approval

NEW BUSINESS

PUBLIC COMMENTS

EXECUTIVE SESSION

ADJOURNMENT

Minutes

January 19, 2021

Present: Chairman Patsy Crockett, Nancy Rines, Commissioner, George Jabar, Commissioner Robert Devlin County Administrator, Terry York, Assistant County Administrator, Richard Davies, Treasurer, Beverly Bustin-Hatheway, Register of Deeds, Sheriff Ken Mason, Sean Goodwin, EMA, Kathy Ayers, Probate, Cindi Ferguson, Finance Director

Absent: Devon Parson, IT, James Saucier, Facilities Maintenance, Maeghan Maloney, District Attorney

	Discussion	Action
Call to order	12:00 pm	
Minutes	Motion and second to accept the minutes of January 5, 2021 and January 8, 2021	3 in favor 0 opposed
County Administrator	<p>Robert Devlin, County Administrator: We discussed earlier, out of an abundance of concern, the court house will be closed to the public on Wednesday.</p> <p>Devon I did inform the commissioners of the grade we got on the audit and a great job to IT. We don't have the report yet but know we passed.</p> <p>The second tax payments are coming due and there is a big warrant today which will be circulated later.</p> <p>Capt. Slaney and SSgt. Goodchild had been enrolled in a leadership course through NACO online. Both found it very valuable and passed the course. With that they will be enrolling several of the supervisors in the training.</p> <p>Beverly, I have the contract written up for the next round of preservation and will get it to you for signatures.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
Human Resources	<p>Terry York, Assistant County Administrator: Every January, I-9's need to be reviewed to be discarded if no longer needed and that has been done.</p> <p>The OSHA log for last year has been completed and the 300-A will be posted from Feb – April, listing all injuries (no names) and where they took place.</p>	<p>Update</p> <p>Update</p>

	Discussion	Action
	<p>Also, every year I update the job descriptions to ensure that the employee is still doing what is on the job description or have duties changed and updates needed.</p> <p>All labor law posters have been updated for 2021, along with 3 new ones.</p> <p>Three people have received Officer of the Quarter at the jail – Aaron Carroll, Dana Cormier and Richard Thompson – great job to all.</p> <p>Cody Brown is now filling the maintenance position.</p> <p>Corrections Officers positions are posted on our website, MCJA, MMA and the career center.</p> <p>Budget sheets have been sent to all departments and would like them back by Feb. 17th.</p> <p>Employee handbooks haven been distributed and put on the hard drive so each department has access.</p> <p>Cpl. Bajpai and Cpl. Simmons are both National Guard members. Cpl. Bajpai has been deployed to Washington D.C. and Cpl. Simmons has been deployed to the Augusta capitol.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
<p>Treasurer</p>	<p>Richard Davies, Treasurer: We are 60% of the way through the fiscal year and the general fund cash amount is \$6,441,000.00 invested in the cash sweep at Kennebec Savings Bank. The invested fund is down about \$3,000 since last meeting but we’re still over \$2million dollars which is due to a cost of changing out some of the funds we’ve had as part of that pool and it is still very strong for the year overall.</p> <p>The property taxes have been remitted, totaling about \$940,000 and there is a large deposit being made today. Eleven of the towns have not remitted ballots for taxes for the year and bills will be sent with the interest owed after Feb. 1st. Bob sent letters out last week to these towns.</p> <p>Cindi Ferguson, Finance Director: Sandra has been working from home after surgery and she and Tracie have been working together to facilitate payroll and warrants.</p>	<p>Update</p> <p>Update</p> <p>Update</p>

	Discussion	Action
	<p>10-99's have been prepared and will be in the mail today. I have taken a Dept. of Justice Finance Grant Program for Finance Directors and received the certificate as it is required for some of the grants that we have.</p> <p>Tracie has also been working with Bob on collecting municipal taxes as well as working with me on getting information to our auditors and working with Diana on restitution. Patsy Crockett: Will the auditors be coming in at all as we had discussed prior? Cindi: The auditors had come in last summer and they are now working on FY20's audit.</p>	<p>Update</p> <p>Update</p>
Deeds	Beverly Bustin-Hatheway, Register of Deeds: Everything is going well, all are doing a great job.	Update
District Attorney	Maeghan Maloney, District Attorney: Absent	Update
EMA	Sean Goodwin, EMA Director: A lot of time is still being spent on PPE and swabs with the hospitals and living facilities. Some vaccinations were tainted in southern Maine. CDC and City of Augusta are working on putting vaccine clinics together but getting the actual vaccine is the issue.	Update
Facilities	James Saucier, Facilities Maintenance: Absent Bob: I'll be checking with Augusta Fuel on when the equipment will be in to work on the conference room. It has been a mild winter so the plowing and snow removal has been minimal but the jail has been a big help with that.	Update
Information Technology	Devon Parsons, IT:	Update
Probate	Kathy Ayers, Register of Probate: We have had a pretty normal month financially. There are numerous bills to go to legislature for probate to include the remote notarization bills – which Deeds may want to be informed about as well.	Update
Sheriff/Corrections:	Sheriff Ken Mason: Capt. Slaney is now in charge of the jail	Update

	Discussion	Action
	<p>and last week we held oral boards for the Asst. Jail Administrator. Thank you to Col. Brock, Two Bridges and Waldo Counties for assisting with that.</p> <p>Jail pop is 104.</p> <p>Patrol – the new message board arrived through the grant with EMA. Thank you to Sean for his help with that. It will not be deployed during the winter but will be a great help in other months to relay information.</p> <p>Great job to Dep. Van Wyk – for assisting in performing CPR on a subject having a heart attack. A thank you letter was received from the fire chief and I will be meeting with Dep. Van Wyk to thank him.</p> <p>Also, a great job to Dep. Carey went to a possible overdose in Belgrade and noticed another person that was also in the same condition hidden under a blanket. Both were given Narcan and revived.</p> <p>We were at the protest on Sunday and I sent an email to all of you discussing our plans and we're prepared for tomorrow as well.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
Project Updates		
Old Business/ Follow Up Items	1. Signature for approval of County Warrants	Update
Warrants		Signed
Change of Status	New hire, termination, step increases	Signed
New Business	<p>21-01) Motion and second to approve the Memorial bench in the Probate Court in remembrance of Probate Judge James Mitchell.</p> <p>Patsy Crockett: Bob, could you write something up as far as a gift policy to state that anything provided to the county would not have a cost to the county for installation etc. Bob: I'll reach out to other counties and towns and see what may be out there.</p>	Tabled until next meeting.
Executive Session		
Miscellaneous		
Adjournment	Adjourned at 12:48 pm	3 in favor 0 opposed

Terry York, Assistant Administrator

Commissioners Minutes Special Meeting

January 22, 2021

Present: Chairman Patsy Crockett, Nancy Rines, Commissioner, George Jabar, Commissioner Robert Devlin County Administrator, Terry York, Sheriff Ken Mason, Bryan Slaney, Captain

	Discussion	Action
Call to order	10:00 am	
New Business	<p>County Administrator explained that the jail went out to bid for a jail medical contract and Captain Slaney and his staff have reviewed it and are ready to make a recommendation. The next step will be to send it to our attorney.</p> <p>Captain Slaney: Received 4 bids and after review he recommends SGI. They are well qualified and are in twenty-two correctional facilities throughout the country.</p> <p>Chairman Crockett: Does this company meet all of our State requirements. Captain Slaney: They are fully ACA accredited and will once they come here, make sure that we are also accredited. They more than meet the DOC standards.</p> <p>Commissioner Rines: Does this solve the problem we had with the last vendor. Captain Slaney explained that they could not staff mental health or nurses and went to outside agencies who and hired travelling nurses and mental health workers and charged us more and when we said that wasn't acceptable, they said they would leave March 1. SGI included resumes of well qualified staff that they will staff the facility with.</p> <p>Commissioner Rines: Is the cost of this contract the same as the former provider? Captain Slaney: It is very close the new contract includes dental and the 1.6 million and the previous contract was 1.3, however, this is a tentative number that will be negotiated with the County Attorney.</p> <p>Sheriff Mason: When we accepted the contract with CHP they promised to staff the facility with medical and mental health and they were unable to fulfill the contract, therefore, it is a breach of contract. With this new contract this vender will provide exactly</p>	

	Discussion	Action
	<p>what we contracted for.</p> <p>Captain Slaney: 1.195 mil year 1 and year 2 is 1.218 for a total two- year cost depending on what we want to negotiation then the price would go to 1.6 mil. For two years it would be 2.413 million. Currently we are paying \$989,000, which does not include the charges that the previous vendor was trying to pass on to us for services not included in their contract. With the outside costs of dental etc. added to the current contract it is about 1 million.</p> <p>Motion by Commissioner Jabar seconded by Commissioner Rines to award the bid to SGI.</p>	<p>3 in favor 0 opposed.</p>
Adjournment	Adjourned at 10:13 am.	

Terry York
Assistant County Administrator

Commissioners Minutes Special Meeting

January 25, 2021

Present: Chairman Patsy Crockett, Nancy Rines, Commissioner, George Jabar, Commissioner Robert Devlin County Administrator, Terry York, Sheriff Ken Mason, Bryan Slaney, Captain, Peter Marchesi, Esq.

	Discussion	Action
Call to order	2:00 pm	
Executive Session	<p>Motion and second to go into Executive Session in accordance with 1 MRSA 405-6-D to discuss contract negotiations with the County Attorney.</p> <p>Into Executive session at 2:01 pm. Out of Executive session at 2:50 pm.</p> <p>Motion by Commissioner Jabar seconded by Commissioner Rines to authorize the County Attorney, County Administrator and Jail Administrator to negotiate with Northeast Medical for a contract for medical and mental health services at the jail.</p>	<p>3 in favor 0 opposed.</p> <p>3 in favor 0 opposed.</p>
Adjournment	Adjourned at 2:52 pm.	

Terry York
Assistant County Administrator