

KENNEBEC COUNTY CO KENNEBEC COUNTY COMMISSIONERS MEETING

AGENDA

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DATE: JANUARY 19, 2021

CALL TO ORDER: NOON - ZOOM

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: January 05, 2021 and January 8, 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
- 5) Medical Contract

NEW BUSINESS

21-01) Motion and second to approve the memorial bench in the Probate Court in remembrance of Probate Judge James Mitchell.

PUBLIC COMMENTS

EXECUTIVE SESSION

ADJOURNMENT

Commissioners Minutes

January 5, 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, Diane Wilson, Deeds, Sheriff Ken Mason, Lt. Slaney, Correctional Facility, D.A. Maeghan Maloney

Absent: Cindi Ferguson, Finance Director, Devon Parson, IT, Sean Goodwin, EMA, Kathy Ayers, Probate, James Saucier, Facilities Maintenance

	Discussion	Action
Call to order	12:10 pm	
Minutes	Motion and second to accept the minutes of December 15, 2020	3 in favor 0 opposed
	Election of Chair – Motion and second to elect Patsy Crockett for Chair.	3 in favor 0 opposed
County Administrator	<p>Robert Devlin, County Administrator: Medical RFP – met with Capt. Slaney and his team yesterday. They have a recommendation and it is being reviewed now by counsel to go over the legal and insurance language.</p> <p>Legislative issues are starting to emerge. If you recall last year, the LD 973 which set up how jails are funded for state sanctioned inmates etc. – the latest version came out yesterday and county administrators have a call today to weigh in on this.</p> <p>I have the amendments for the child center for George to look at. They have bought the property next door and want to put a connector between the two buildings so they need something to amend their lease.</p> <p>We are in a position to hire some deputies and Sheriff Mason can fill that in later.</p> <p>United Way has reached out as they do every year – for payroll deductions, it is necessary to have 70% of the staff contributing to take part in this.</p> <p>COVID – the first in line for vaccines are EMS, first responders.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>

	Discussion	Action
	<p>The second group is Corrections Officers, Law Enforcement. The problem now is getting the vaccines. As they come in, the City of Augusta has arranged for the use of the old Sears building to be drive-through for getting vaccines. County EMA has played a big part in the delivering of supplies and I've received calls with praise for Sean and the great job he's been doing with this. Sheriff Mason: Sean will be delivering the vaccine to law enforcement, admin groups etc. MDOC will be responsible for the corrections side and where we don't have a date yet, we don't have info as far as how it will be scheduled and administered.</p>	Update
Human Resources	<p>Terry York, Assistant County Administrator: Labor law poster updates were sent out.</p> <p>Annual information for the OSHA report is being gathered for injuries that require restricted duty, days away from work or death.</p> <p>Budget sheets are being sent out this week to all departments and would like to have them back from Feb. 17th</p> <p>Bob will have the salary adjustments to Terry by the next meeting.</p> <p>1095-C reports are being started – annually we have to report everyone who has had health insurance here and how many months they've been covered.</p> <p>The posting is up for the Asst. Corrections Administrator at the jail and 2 people have inquired so far. We are also looking at an intern for the technology dept. for cyber security – Devon is actually interviewing someone right now.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
Treasurer	<p>Richard Davies, Treasurer: We are 50% of the way through FY21 and the general fund cash is \$6,486,000 all invested with Kennebec Savings Bank. The investment pool is at \$2,165,000 and is up \$5,000 since the last meeting and up \$70,000 since January 2020.</p> <p>Cindi left some information to relay – Belgrade has paid \$276,000 on property taxes and are now paid in full.</p> <p>December 18th payroll for the jail will include \$47,000 in retro pay for the new contract.</p> <p>We are preparing 10-99 reports for new vendors.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>

	Discussion	Action
	<p>Sandra is recovering well from surgery and has been working from home and Tracie has been filling in for her on some projects.</p> <p>There will be warrants to be approved in the next week.</p> <p>Bob Devlin: We should get a letter out to the towns which still owe taxes.</p>	Update
Deeds	<p>Beverly Bustin-Hatheway, Register of Deeds: For the month of December we are \$22,804.11 up from last year and for the total year we are up \$105,817.34.</p> <p>Diane is doing a wonderful job in the office.</p> <p>The cost for the map preservation is \$120,194.00. Motion from Nancy Rines seconded by George Jabar to approve the proposal – all in favor.</p>	<p>Update</p> <p>Update</p> <p>Motion carried</p>
District Attorney	<p>Maeghan Maloney, District Attorney: Congratulations to Capt. Slaney. He has done a great job in helping our office especially during COVID and in making things easy to lessen the jail population and get people moving.</p> <p>There is some change with attorneys in Kennebec and Somerset and changing places.</p> <p>The court processes are all virtual now and will be through February. I have put in a request for Grand Jury in February and I received a message that the request was received so we're just waiting on that.</p> <p>I have been covering any Pro Se hearings where anyone doesn't feel comfortable coming in, I have no problem with that. My stance is that if anyone wants to schedule anything with my office in person or virtually, we will be there to assist.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
EMA	Sean Goodwin, EMA Director: Absent	Update
Facilities	James Saucier, Facilities Maintenance: Absent Bob: All on schedule.	Update
Information Technology	Devon Parsons, IT: Absent	Update
Probate	Kathy Ayers, Register of Probate: Absent	Update
Sheriff/Corrections:	<p>Sheriff Ken Mason: Promotion of Bryan Slaney from Lt. to Captain of the Correctional Facility.</p> <p>I am honored to have been re-elected and to work toward the common goal of serving the community of Kennebec County.</p> <p>Myself and Lt. Read met with the Town Manager Becky</p>	<p>Update</p> <p>Update</p>

	Discussion	Action
	<p>Hapgood of China and Selectman Wayne Chadwick. They are interested in a contract deputy of 40 hours per week. There are a lot of items to work out before this can happen. One is the fact that I'm looking to hire 2 deputies for which I have prospective candidates but no vehicles. Due to COVID, the 5 cars that were ordered months ago are not available and may be in at the end of January. China has a vehicle that they will turn over to us which would lower the price of the contract but we need to wait for adequate coverage for the rest of the county prior to this happening. Where the discussion is very new, I will keep everyone updated on the information as it gets sorted out. Final forfeiture of \$1161.18 which will require a vote from the commissioners. Motion from Nancy Rines to accept – all in favor.</p> <p>I met with Lt. Read and Tom Feeney regarding our laptops as they are getting very old. When they are sent for repair, they are an automatic \$250 per laptop and it will get pricey as we go on.</p> <p>Jail population is at 114 which is very manageable.</p> <p>Capt. Slaney: The jail population is so low due to the relationship we have had with the DA's office and working to keep the ability to social distance and keep COVID out of the jail so far. This has also been impacted by the Sheriff speaking with local law enforcement in being aware of who is being arrested and for what reasons.</p> <p>Medical RFP's – We received 4 RFP's from the following: Northeast Correctional Services – a Maine-based company which is not currently in any correctional facility but the CEO has 16 years of experience working in correctional facilities with the medical profession. STG International Correctional Services – is currently in 22 facilities dealing with from 100 to 2000 inmates and are currently serving 15,000 inmates (local, state and federal) in 37 states and 3 US territories. The offer 24 hr mental health coverage as well as 24/7/365 medical coverage which is what we are asking for. CPS Healthcare – a Massachusetts company with</p>	<p></p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>

	Discussion	Action
	<p>a good price point but due to a new contract with another facility, they only bid on the mental health portion.</p> <p>QCCH Healthcare – based out of New York and are currently at Knox County Jail, only offered nursing coverage for 9 hrs per day, 7 days per week.</p> <p>We have recommended STG International and Peter is taking a look at the legality of the contract. I have copies and you're all welcome to take a look at them.</p> <p>At the last meeting, we had agreed upon extending ARAMARK for our jail food vendor and I will just need a signature for that. The last thing I would like to touch on for Corrections is the vaccinations – we have a meeting on Jan. 11th with DOC to go over how we will take care of this process. Part of the process is knowing which vaccine we get and we will not know until it is shipped – if it is the Pfizer vaccine, we will need a very accurate headcount due to the storage in dry ice and timeframe to administer. We will also need to look at the possibility of adverse reaction and losing several staff at once. At this time, it is not a mandatory vaccine and we are working with DOC on a refusal/acceptance form for this.</p>	<p>Update</p> <p>Update</p>
Project Updates	<p>Bob Devlin: Heater repair in conference room has been scheduled.</p> <p>I have some information to review for the Unity road project and will start looking at that very soon.</p> <p>Still waiting on timeframe for the generator.</p> <p>The DEP has been very patient with the overdue underground tank.</p> <p>Dan Brunelle and the jail crew has been very helpful with getting work done and issues addressed amongst the buildings.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
Old Business/ Follow Up Items	<ol style="list-style-type: none"> 1. Signature for approval of County Warrants 2. New Hire and termination change of status forms for approval. 3. Medical Contract – being reviewed. 	<p>Update</p>
Warrants	December 15, 2020	Signed
Change of Status	New hire, termination, step increases	Signed
New Business	<p>20-48) Motion and second to adopt the Employee Handbook.</p> <p>20-49) Motion and second to re-appoint Jennifer Reed to the</p>	<p>3 in favor 0 opposed</p> <p>3 in favor 0 opposed</p>

	Discussion	Action
	<p>Kennebec Valley Board of Directors for a term of 3 years. January 2021-November 2023</p> <p>20-50) Motion and second to re-appoint Sean Goodwin as Emergency Management Director.</p> <p>20-51) Motion and second to approve the contract extension for map preservation in the amount of \$120,194.00</p>	<p>3 in favor 0 opposed</p> <p>3 in favor 0 opposed</p>
Executive Session		
Miscellaneous	<p>The next agenda will include discussion for the Melville Fuller statue.</p> <p>Nancy Rines brought up points about the survey regarding why the commissioners were not provided with the survey nor the decisions to move forward with recommendations. Would like to have a meeting to go over the recommendations as well as the need for an HR consultant to come in.</p> <p>In the interim, Tracie will be assisting Cindi in Finance Mon, Tues and Wed and then she will assist Terry on Thur and Fri in an effort to help both areas.</p> <p>We will discuss this situation at the next meeting on February 2nd and the report will go out to the department heads prior to that.</p>	<p>Update</p> <p>Update</p>
Adjournment	Adjourned at 2:00 pm	3 in favor 0 opposed

Terry York, Assistant Administrator