

***KENNEBEC COUNTY CO KENNEBEC COUNTY COMMISSIONERS MEETING***

**AGENDA**

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**DATE: OCTOBER 19, 2021**

**WORKSHOP: 11:00 AM**

**CALL TO ORDER: NOON**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES: OCTOBER 5, 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

**03-25)** Motion and second to adopt the Kennebec County Education Assistance Policy.

**Follow Up Items:**

Spirit of America

Update on the financial condition of Civil

**NEW BUSINESS**

**03-36)** Motion and second to set the service credit start date for late enrollment to MainePERS as March 1.

**03-37)** Motion and second to re-appoint Betty St. Hilaire to the KVCAP Board of Directors for a three- year term from November 2021-November 2024.

**PUBLIC COMMENTS**

**EXECUTIVE SESSION**

**ADJOURNMENT**

**Commissioners Minutes**  
**October 5, 2021**

**Present:** Chairman Patsy Crockett, Nancy Rines, Commissioner, George Jabar, Commissioner Robert Devlin County Administrator, Scot Ferguson, Terry York, Assistant County Administrator, Megan Dickey, Human Resources, Asst. Tom Doore, Dep. Treasurer, Beverly Bustin-Hatheway, Register of Deeds, Diane Wilson, Deeds, Chief Al Morin Lt. Slaney, Correctional Facility, Cindi Ferguson, Finance Director, Devon Parson, IT, Sean Goodwin, EMA, Dan Brunelle, Facilities Manager, Kathy Ayers, Probate, Sheriff Ken Mason, Maeghan Maloney, DA, Shay Freeman, DA Office Manager

**Absent:** Beverly Hatheway, Register of Deeds

	<b>Discussion</b>	<b>Action</b>
<b>Call to order</b>	12:00 pm	
<b>Minutes</b>	Motion and second to accept the minutes of September 19, 2021	3 in favor 0 opposed
	Chairman Crockett introduced Scot Ferguson as the new County Administrator.  Capt. Slaney presented new Cpl. Chris Keeping. He also presented the life saving award to Cpl. Keeping, Sgt. Bajpai and Officer Cormier and Officer Willhoite for their quick response to an inmate who was unresponsive. As a result, the inmate was revived and taken to the hospital and has had a total recovery.	Update
<b>County Administrator</b>	<b>Robert Devlin, County Administrator:</b> The Sheriff's department got a safe driving award. Department heads met last week to discuss the coming COVID mandates that are coming down. The new rules have not yet been issued and there are a lot of questions. <b>Chair:</b> We should follow the rules. Met with towns regarding ARPA money. It was a good meeting. It will continue to be a challenge to get people to understand all the rules around eligibility for the funds. Have identified some projects that the County can do with the funds.	Motion by Commissioner Rines seconded by Commissioner Jabar that the County Commissioners will follow the mandate when the rules of issued by the Department of Labor. 3 in favor 0 opposed.  Update
<b>Human Resources</b>	<b>Terry York, Human Resources Manager:</b> <b>Megan Dickey:</b> We had 7 applications for Corrections and had 5 interviews for those positions. Two people deployed to the southern border. Did one orientation for a new Corrections Officer. Still waiting for the new application from MainePERS for those employees who have been employed for 5 years or more.	Update

	<b>Discussion</b>	<b>Action</b>
	I will be attending a training on the new labor laws later on in October. <b>Terry York:</b> We have several people who have been here 5 years or more. The state set up zoom meetings and all employees were notified of the meetings.	Update  Update
<b>Treasurer</b>	<p><b>Tom Doore, Treasurer:</b> 26% into FY 22 budget. General Fund cash is \$11,376,000. Recovery Fund cash is \$11,878,000. Investment Fund is \$2,149,000. Municipal taxes received from Albion and Fayette totaling approximately \$360,000. Three general fund warrants and a restitution warrant for signature.</p> <p><b>Cindi Ferguson, Finance Director:</b> Working on budget for the Victim Advocate grant since we have been awarded a grant for \$55,000 a year for two years. Administrator signed the paperwork for the re-entry grant as it was extended due to COVID. Received \$31,000 for the MRS agents. Policy for a contingency fund the other is a transfer policy outlining procedures to follow if we need to transfer. The third one to actually fund the contingency fund for \$100,000. The other two are routine as of the end of the year that are normally set aside i.e. unfunded liability for when people leave, some are under the deferred compensation. FY 23 there will be a 27<sup>th</sup> payroll. Also, funds to cover buyouts for Corrections officers and Law Enforcement officers from other counties or municipalities and the subsequent year tax reduction for \$150,000. The last is \$1500 from the contingency fund for the post office box. Commissioner Rines: How much do we have in contingency now. Finance Director: None as we have no contingency fund.</p>	Update  Update  Update  Update  Update  Update  Update
<b>Deeds</b>	<b>Diane Wilson, Deputy Register of Deeds:</b> For the month of September, we are up \$2745 over last September and up \$13,800.	Update

	<b>Discussion</b>	<b>Action</b>
	Discussion on the preservation of books at Deeds. Commissioner Jabar pointed out that while the books are digitized the old information is hard to read	Update
<b>District Attorney</b>	<b>Maeghan Maloney, District Attorney:</b> She and Sheriff went to the ceremony for Augusta Police Chief Jared Mills to be President of the Maine Chiefs of Police Association. Jury trials again this month. The Prosecutors' conference is now only going to be virtual. Thank the Finance Director for helping VWA Kelly Staton with the grant paperwork for the Victim Witness Advocate	Update Update Update
<b>EMA</b>	<b>Sean Goodwin, EMA Director:</b> Homeland Security grant is in to MEMA for approval. You have an MOU for Mutual Aid with the other 15 counties that will need your signatures. MaineGeneral wanted to cancel the field vaccination sites, but decided not on the advice of Director Goodwin.	Update Update Update
<b>Facilities</b>	<b>Dan Brunelle, Facilities Manager:</b> Had the department of labor inspection on the old courthouse. Were scheduled to do all three buildings, but because of all the work to do at the courthouse, they would come back later to inspect the other buildings when the work was done on the courthouse. Manager has ordered everything he needs to fix the issues.	Update
<b>Information Technology</b>	<b>Devon Parsons, IT Director:</b> Doing an IMC update for 911 and it went very smoothly. Replaced a battery back up at DA's yesterday.	Update Update
<b>Probate</b>	<b>Kathy Ayers, Register of Probate:</b> Distributed the financial reports. October 19 <sup>th</sup> fees are increasing. Also, on the 19 <sup>th</sup> will be the first meeting for rolling Probate into the State. One of the law changes on October 19 is that a person in the hospital who can't get out of the hospital is considered substantial harm and can have an emergency guardian appointed.	Update
<b>Sheriff/Corrections:</b>	<b>Sheriff Ken Mason:</b> Distributed the final DOC inspection report. Deputy Johnson and Sgt. Simmons from the jail are both deployed for over a year. Calls for service remain steady. Presented a forfeiture from the DA's office for firearms.	Update Update Update Update

	<b>Discussion</b>	<b>Action</b>
	<p>The Sheriff wants to paint the sign in the front of the jail black with inside red lettering and gold lettering on the bottom. Would like Commissioners' approval.</p> <p><b>Lt. Goodchild:</b> Amendment to the Securus contract charging the inmates from \$.23 to \$.21 per the FCC rules.</p>	<p>Commissioners agreed to the painting of the jail sign.</p> <p>Update</p>
<b>Project Updates</b>	<b>Bob Devlin:</b> None	Update
<b>Old Business/ Follow Up Items</b>	<p>Spirit of America</p> <p>Update on the financial condition of Civil</p>	<p>Update</p> <p>As cars get paid off the revenue should increase.</p>
<b>Warrants</b>	Warrants	Signed
<b>Change of Status</b>	New hire, termination, step increases	Signed
<b>New Business</b>	<p>03-27) Motion by Commissioner Jabar seconded by Commissioner Rines to adopt the Contingency Fund Policy effective FYE 06-30-2020.</p> <p>03-28) Motion by Commissioner Jabar seconded by Commissioner Rines to adopt the Transfer Policy.</p> <p>03-29) Motion by Commissioner Jabar seconded by Commissioner Rines as of 06-30-202 to transfer \$100,000 from Unassigned Fund Balance to the Contingency Fund.</p> <p>03-30) Motion by Commissioner Jabar seconded by Commissioner Rines to assign fund balance county wide as of June 30, 2020 as requested by the Finance Department:</p> <p style="padding-left: 40px;">           Unfunded Payroll Liability      \$40,000            Dedicated for Deferred Compensation   \$91,216            Reserve for 27<sup>th</sup> Payroll      \$175,000            Sheriff Deputy Training Buyout   \$60,000            Subsequent Year Tax Reduction   \$150,000         </p> <p>03-31) Motion by Commissioner Jabar seconded by Commissioner Rines to assign fund balance -Jail as of June 30, 2020 as requested by the Finance Department:</p> <p style="padding-left: 40px;">           Medical Liability Escrow      \$75,000            Reserve for 27<sup>th</sup> Payroll      \$150,000            Jail Staff Training Buyout      \$ 25,000         </p>	<p>3 in favor 0 opposed.</p> <p>3 in favor 0 opposed.</p> <p>3 in favor 0 opposed.</p> <p>3 in favor 0 opposed.</p> <p>3 in favor 0 opposed.</p>

	<b>Discussion</b>	<b>Action</b>
	03-32) Motion by Commissioner Jabar seconded by Commissioner Rines to transfer \$1500 in the current fiscal year from the Contingency Fund for the Facilities Postage for the post office box. 03-33) Motion Commissioner Jabar seconded by Commissioner Rines to accept forfeiture of three firearms in State of Maine v Jeremy Anderson and authorize the chair to sign. 03-34) Motion Commissioner Rines seconded Commissioner Jabar to sign the amendment with Securus for inmate telephone costs. 03-35) Motion Commissioner Jabar seconded by Commissioner Rines to go out to bid for the preservation of the old deed books.	3 in favor 0 opposed.  3 in favor 0 opposed.  3 in favor 0 opposed.  3 in favor 0 opposed.
<b>Executive Session</b>	None at this time	
<b>Miscellaneous</b>	Chair introduced Tobin Williamson, the new director of the Workforce Development Board.	
<b>Adjournment</b>	Adjourned at 1:19 pm	3 in favor 0 opposed

Terry York, Assistant Administrator