

KENNEBEC COUNTY CO KENNEBEC COUNTY COMMISSIONERS MEETING

AGENDA

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DATE: NOVEMBER 17, 2020

WORKSHOP: 11:00 am

CALL TO ORDER: NOON

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: November 3, 2020

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

20-40) Motion and second to ratify the (7/1/2020-6/30/2023) contract with the National Correction Employees Union

PUBLIC COMMENTS

EXECUTIVE SESSION

ADJOURNMENT

Commissioners Minutes

November 3, 2020

Present: Chairman Patsy Crockett, Nancy Rines, Commissioner, George Jabar, Commissioner Robert Devlin County Administrator, Terry York, Assistant County Administrator, Richard Davies, Treasurer, Shay Freeman, DA’s Office Administrator, Chief Al Morin, Sean Goodwin, EMA Director, Devon Parsons, IT, Kathy Ayers, Register of Probate, Beverly Bustin-Hatheway, Register of Deeds

Absent:, Richard Wurpel, Jail Captain, Cynthia Ferguson, Finance Director, James Saucier, Facilities Maintenance, Sheriff Mason

	Discussion	Action
Call to order	12:00 pm	
Minutes	Motion and second to accept the minutes of October 20, 2020	3 in favor 0 opposed
County Administrator	<p>Robert Devlin, County Administrator: The City of Augusta and the County have been asked to weigh in on a proposed name for an (unnamed) island in Togus Pond located in Augusta. The proposed name is ‘Loonatic Island’ – the City of Augusta has responded saying it was not an appropriate name and we will need to either approve or reject this.</p> <p>There was a meeting regarding opiate distribution and how the funds will be divided between state, county and municipalities. The question now is who will manage the funds and possibly going through the health departments which are only in Portland and Bangor. There will be more to come from this.</p> <p>We are having our meeting on Zoom this week as COVID is starting to blow up again and I will be having discussions with department heads this week about a second shutdown and what measures we have to take. The two hotbeds we’re seeing are family gatherings and small churches and with Thanksgiving coming up, it may be a problem. A number of schools including Gardiner, Winslow have had cases and it is not under control.</p> <p>The site has moved for the solar project, I’m working with the gentlemen about the amendment and agreement which would manage the funds for us and I want George to take a look at that</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>

	Discussion	Action
	<p>before we make a decision. I'll get that to him this week.</p> <p>Progress is being made on the Unity Rd. project, working with Hawk Ridge. We're getting a bunch of estimates and we will invest some money once I talk with Cindi about just how much we have. I initially said we could give \$50,000.00 and we'll see how far we can get with that. While we won't be able to fix the whole road, there are problem spots we can address. Terry York, HR: The person who does snowplowing for the town of Unity is willing to do it for one more year, he called this morning.</p> <p>Terry will report on an application we received for Dave's position.</p> <p>There is a grievance coming up that we will need to discuss and could possibly take care of after a meeting. Patsy Crockett: Could we do it prior to the next meeting, before the meeting? Bob: I may not be able to attend the Nov. 17th meeting but perhaps can attend via phone as I'll need to present the grievance.</p> <p>CHP is having a hard time hiring nurses. It has become a bidding war in direct relation to COVID. We are working with them but it has become an issue for medical staff right now.</p> <p>I spoke with Laurie who was doing our HR/satisfaction survey and there were some recommendations. Right now she is working with Terry on revising our employee handbook and Terry and Tracie have done a lot of work on it. Laurie was asked to go over the process for the legalities of the handbook. We will need to have a special meeting for these issues. Nancy Rines, Commissioner: What is the timeframe on this? Robert Devlin, County Administrator: There is no timeframe but within the next month we'll need a special meeting.</p> <p>We have picked Dec. 1st at 1p.m. to host a Zoom Public Hearing</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update: The Dec. 1st meeting scheduled for the status of Melville should be pushed out to 2:00 p.m. as we have a regular meeting that day. Please let me know if that will work.</p>

	Discussion	Action
	regarding the future of Melville Fuller.	
Human Resources	<p>Terry York, Assistant County Administrator: We've had 3 Corrections Officers resign, one Corrections Officer who is deployed to the Horn of Africa for one year, one Corrections Officer at Army Leadership school through Nov. 20th.</p> <p>Health Open Enrollment for all insurances except for income protection will be from Nov. 15th to Dec. 15th for anyone who did not enroll, need to make changes, add family members etc. I began working on the budget sheets and will be sending out some time in November.</p> <p>Mark Fortin, Domestic Violence Investigator was stopped in traffic last week when he was rear-ended but he is fine and the other driver was at fault, leaving their insurance to cover the damage.</p> <p>The plaque for Dave Hawke is ready for when we do the drive-by recognition for him.</p> <p>A fruit basket was sent to Capt. Rich Wurlpel from the Commissioners.</p> <p>The Union took a vote on the Memorandum of Understanding for the contract and agreed on it. They are currently voting on the ratification on the actual contract and as soon as it is complete, it will be brought to the Commissioners for ratification.</p> <p>We held an interview yesterday with Devon Parsons for Systems Administrator. Devon was the only internal applicant and we will be recommending him for hire. If the Commissioners decide to hire him, we will post in-house for his current position and go forward from there.</p>	<p>Update</p> <p>Update – Just a reminder for these timeframes for all department heads.</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update Update</p> <p>Update</p>

	Discussion	Action
	<p>We received information from the health trust and we are not going to be seeing an increase in any of our premiums this year. They decided to use some of the money in the trust to buy it down and our ratings were excellent so premiums will remain the same.</p> <p>George, I sent an email with the abatement and used a template for a prior denial if you could take a look at it and tell me if that's okay or change and send it back when Bob takes the warrant around, I'll have him bring that as well. George Jabar, Commissioner: I haven't received it yet if you could resend it and I'll talk to you later about it. Terry: will do.</p>	Update
Treasurer	<p>Richard Davies, Treasurer: Finances continue to be in a good position with a little under \$8 Million in the general fund which is still being invested with Kennebec Savings Bank. The investment pool is down about \$4,000.00 from the last meeting but still above where we were at the beginning of the year. All municipalities have paid at least 60 percent and several have paid 100 percent. Tax receipts continue to come in, I think it was a very prudent thing to do to offer paying less than 100% and should serve us well. Robert Devlin, County Administrator: Twelve have paid 100 percent.</p> <p>The current warrant is just under \$200,000.00 with the major item being the \$99,080 for the medical contract and jail food just around \$16,000.00 as well as jail medical expenses at \$9000.00 All other is \$75,636.00.</p> <p>Cynthia Ferguson, Finance Director: Absent – quarantining from home after travel out of state.</p>	Update Update Update
Deeds	Beverly Bustin-Hatheway, Register of Deeds: They are doing good work, up \$22,834.00 for the month and for the year \$77,800.00. I check in on them and they are doing good work.	Update
District Attorney	Shay Freeman, DA's Office Administrator: Maeghan is on a	Update

	Discussion	Action
	<p>vacation day to be at the voting polls to ensure voter's rights. She wanted to report we do have a new part time ADA starting when the State signs for financial orders. James Cahan vacated the position and the new person will be starting by month end.</p> <p>Grand Jury will take place this month again and the Court opened up for trial this month which they were not going to do but during status conferences they put it back in and we have jury selection Thursday and Friday this week. We are supposed to have a couple weeks of trials but we'll see what happens as we're just waiting for the next shutdown. We're hoping that won't happen so we can move these cases along as they're definitely behind now.</p> <p>Becky Winter, our Victim Witness Advocate has applied for and received a letter from the Governor today being appointed to the Maine Commission on Domestic & Sexual Abuse. Congrats to her!</p>	<p>Update</p> <p>Update</p>
EMA	<p>Sean Goodwin, EMA Director: We are continuing to handle orders for PPE for the long-term care facilities and hospitals in the county. Maine CDC has dropped off three loads of PPE so we're delivering some of it throughout the county.</p> <p>The Homeland Security grant is coming along well and some of the municipalities within the county are doing the 'spend-down.'</p> <p>We've been issued 300 test swabs for emergency use. If someone should call on weekend or overnight, we can deliver them.</p> <p>Maine EMS will be issuing us a number of COVID test kits that will then be turned out to the transporting agencies within the county. I'll need to talk to the Sheriff about whether he wants to get on board with this. Basically, if they have a deputy or CO that shows up for work displaying signs or symptoms, they can administer this test and within 15-20 minutes, will have a result. All the test shows is if you DON'T have COVID. If still</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update Update</p>

	Discussion	Action
	showing symptoms, will still need to go to your provider for an actual test.	
Facilities	James Saucier, Facilities Maintenance: Bob: I've sent the bids out for repairing the heating unit downstairs in the conference room.	Update
Information Technology	Devon Parsons, IT: Last week the State did an upgrade on their network and it locked out all RCC systems. I had to set up systems for them so they could use our network for the week. The State did not advise they had fixed the issue and I found out from RCC that it was working correctly.	Update
	I had a meeting with our GWI account manager last week and all was well and they said we were well-equipped ahead of the virus for the video-conferencing and remote work we've been doing.	Update
Probate	Kathy Ayers, Register of Probate: Tomorrow we will be having 4 Zoom hearings	Update
Sheriff/Corrections:	Chief Al Morin, Corrections: Sheriff Mason is out at the polls for the election.	Update
	Staffing in the jail is good and we're up to staff on the LE side. There are 154 inmates, at least 10 are Dept. of Corrections prisoners as DOC has stopped taking inmates due to an outbreak at one of their facilities.	Update
	We're again at that time of year where the Training Coordinator is moving everyone to get their trainings done for the end of year and maintaining certifications. Lt. Read has been doing the same on the Law Enforcement side.	Update
	I would like to give recognition to Lt. Slaney - he has been doing a great job while Capt. Wurpel has been out. He is motivated and cares about the jail. Nancy Rines, Commissioner: Do we have any COVID in the jail? Chief Morin: No, we haven't had any. Bob Devlin, County Administrator: I would like to comment on what the Chief said, Lt. Slaney is doing a great job and has been dealing with a couple of tough issues and handling well.	Update Update

	Discussion	Action
Project Updates	<p>Bob Devlin: Winter is coming, Dan Brunelle has been assisting in getting equipment ready. Bid is out for heating unit downstairs – there has been one request for inspection and I’ll get it to you for Dec. 1st. Nancy Rines, Commissioner: Are we doing anything for air exchange in that room? Bob Devlin: it has a fairly modern HVAC system but when they work on it I’ll ask the question. Nancy Rines, Commissioner: I guess there’s been some new information about air exchange and COVID, we should get info while it’s open and exposed.</p> <p>Sean Goodwin, EMA: Keep in mind the numbers for COVID in the county are really out of whack and we really should be buttoning down here. Bob Devlin: We’ve been going along just as we have with the building closed to the public, the court is essentially closed to the public as well as Deeds has a shield. We should make sure the rotation is still happening for those working from home. The biggest exposure is the jail and they’re very on top of that. Any new inmate coming in is examined by the nurse prior to coming into the facility.</p> <p>Patsy Crockett, Chairman: I think we should plan to do Zoom meetings from now until whenever. Nancy Rines, Commissioner: Is there a policy for wearing a mask in our building? For anyone in this building, not coming from outside? Bob Devlin: Anyone coming over from the jail is wearing a mask. In our building we all work in small clusters so we’re not all wearing masks in our offices but most everyone has been wearing masks when going to another floor. Shay Freeman: It’s the same at the DA’s office where if we leave our space, we have masks on.</p>	<p>Update</p> <p>Update</p> <p>Update</p>
Old Business/ Follow Up Items		
Warrants	November 3, 2020	Signed
Change of Status	New hire, termination, step increases	Signed
New Business	20-39) Motion by Chairman Crockett, seconded by Commissioner Rines and Bob Devlin to <u>not</u> support the proposed name of ‘Loonatic Island in Augusta (Togus Pond.) Robert	3 in favor 0 opposed

	Discussion	Action
	Devlin, County Administrator: I will notify them of the decision.	
Executive Session		
Miscellaneous		
Adjournment	Adjourned at 12:32 pm	3 in favor 0 opposed

Terry York, Assistant Administrator