

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

**AGENDA**

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**DATE: February 18, 2020**

**WORKSHOP: 11:00 am**

**CALL TO ORDER: NOON**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES: February 4, and February 12, 2020**

**REPORTS:**

**COUNTY ADMINISTRATOR**

**HUMAN RESOURCES**

**TREASURER**

**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**

## Commissioners Minutes

February 4, 2020

**Present:** Chairman Patsy Crockett, Nancy Rines, Commissioner, George Jabar, Commissioner, Terry York, Assistant County Administrator, Richard Davies, Treasurer, Cynthia Ferguson, Finance Director, Sheriff Ken Mason, Chief Morin, Lt. Read, Richard Wurlpel, Jail Captain, Lt. Bryan Slaney, Sean Goodwin, EMA Director, Beverly Bustin-Hatheway, Register of Deeds, Devon Parsons, IT, Tracie Lesperance, Finance/HR Assistant, DA's Office, Maeghan Maloney, District Attorney

**Absent:** Robert Devlin County Administrator, Dave Hawke, IT, Kathy Ayers, Register of Probate, James Saucier, Facilities Maintenance

	Discussion	Action
<b>Call to order</b>	12:05 pm	
<b>Minutes</b>	Motion and second to accept the minutes of January 21, 2019	3 in favor 0 opposed
<b>County Administrator</b>	<b>Robert Devlin County Administrator:</b> Absent	
<b>Human Resources</b>	<p><b>Terry York, Assistant County Administrator:</b> The Domestic Violence Investigator Memorandum of Understanding is ready for your signatures, between yourselves, the Sheriff and the District Attorney.</p> <p>Maintenance Supervisor is putting up posters in the various departments within the County on how to prevent the flu and getting the flu shot.</p> <p>We have four potential hires and out of those four, two never called back, two got hired; one stayed until noon and left, and the other one is still here.</p> <p>We also have a new Deputy Registrar at Probate. Her name is Laura Johnson; Kathy is very excited about having her come on board.</p> <p>I think we may have filled the part time position at the DA's office.</p> <p>I did an orientation with Deputy Phil Lynch last week; he started fulltime. He is the one that we budgeted for that would start in</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>

	<b>Discussion</b>	<b>Action</b>
	January. We will have another new deputy who is currently a corrections officer and will be joining us this month. He is replacing a deputy who went Maine Revenue Services.	Update
<b>Treasurer</b>	<b>Richard Davies, Treasurer:</b> The cash position is \$6.6 million and a little over \$2 million in the investment pool. We are about 60 percent of the way through the fiscal year.	Update
	The warrant today is \$220K; the major items \$99K for the jail medical contract, \$35K for the jails new transport van, and \$20K for jail food; all others is a little under \$65K.	Update
	<b>Cynthia Ferguson, Finance Director:</b> We have mailed out the W2's last week, and gave the department heads W2's to hand out for those who are still here.	Update
	We also mailed out the 1099 misc. that is required to go out to subcontractors and medical payments that we paid out during the year.	Update
<b>Deeds</b>	<b>Beverly Bustin-Hatheway, Register of Deeds:</b> We are ahead of last year; \$97,821.30. Things are going well; despite the jump over last year, we are slow in the office.	Update
	I am looking at getting some ergonomic furniture in the office.	Update
<b>District Attorney</b>	<b>Maeghan Maloney, District Attorney:</b> Things are going well; I just got communication from Shay that she will have the budget ready for us to work on this afternoon.	Update
	Shay has been doing a tremendous amount of work on forfeitures. She's so good at handling them that we've even been getting requests from MDEA for forfeitures that go as far back before I even started, that are still sitting in their evidence locker. I'm very impressed that she has been able to do this.	Update
	Recently we were asked to return bail money to a defendant who's bail was forfeited a year and a half ago and shay was able to immediately show that the \$25K had gone to the State account because our account was not able to hold all of it, because we are	Update

	<b>Discussion</b>	<b>Action</b>
	only allowed to keep \$30K. Her ability to turn that around within an hour, meant that there was no question, there was no issue and the money had to come from the State and I didn't have to come to the county and explain that we had to forfeit someone's money from a year and a half ago.	
<b>EMA</b>	<p><b>Sean Goodwin, EMA Director:</b> Work on the Counties EOC in the basement is almost done, few more little things to install, two new radios, some other odds and ends, a little cleaning, Then the open house on the 18<sup>th</sup> of Feb.</p> <p>Training with IMAT, CERT and the Haz-Mat teams is back online, the Teams are coming along nicely. Training going well.</p> <p>River is starting to open up due to the mild weather. Still have a small ice jam in Augusta. Not causing any problems at this time.</p> <p>The Full Load test of the Hill House backup generator on Monday Jan. 27 from 7:00am to 9:00am. Went well, all systems worked as they should, no problems found. Fuel tank was topped off.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
<b>Facilities</b>	<b>James Saucier, Facilities Maintenance:</b> Absent	
<b>Information Technology</b>	<p><b>Devin Parsons, IT:</b> We've had an interesting week already; finance got a crypto locker virus. We have backups, so we were able to retrieve everything successfully. They're back up and running. <b>George Jabar, Commissioner:</b> Does that mean they threatened to shut you down? <b>Devin Parsons, IT:</b> Yes, the ransom was to be determined, but they never gave an actual number. We restored everything off the backup. <b>George Jabar, Commissioner:</b> So you don't respond to them? <b>Devin Parsons, IT:</b> Correct. We never replied because you're never guaranteed to get the encryption keys from them anyway. We had to completely erase the computer that it was installed on and rebuild it from scratch. <b>George Jabar, Commissioner:</b> How do they get to that computer? <b>Devin Parsons, IT:</b> They hacked the password to remotely log into that PC. <b>George Jabar, Commissioner:</b> And you can limit it to that one PC? <b>Devin Parsons, IT:</b> Yes, because the program was running on that PC</p>	Update

	<b>Discussion</b>	<b>Action</b>
	<p>and it had access to the network drives, and that is how it got access from the servers. So basically, what you do is just take them all off line, restore them all, test them all until they all come back up, and then continue on. We were able to successfully bring them all back online due to our backup system. It was a lot of work. <b>Chairman Patsy Crockett:</b> How do you test them? <b>Devin Parsons, IT:</b> Basically, you use the software and look for any errors, any configurations that need to be changed, and see if anything is missing. <b>Chairman Patsy Crockett:</b> And it won't impact anyone else? <b>Devin Parsons, IT:</b> No. IMC was a different network; they were never affected at all. This is the third one I have seen in six years; will we likely see another one, yes because that is the day and age, we are in. You have to invest in your backup systems and test them, and if you don't test them, and they don't work right, then you're stuck paying the ransom. Every server backs up on a nightly basis.</p>	Update
<b>Probate</b>	<b>Kathy Ayers, Register of Probate:</b> Absent	
<b>Sheriff/Corrections:</b>	<p><b>Sheriff Mason, Corrections:</b> We have 171 inmates; this past weekend, they had 19 arrests.</p> <p>We have a male CARA class that started yesterday; there's 12 participants from Kennebec, Androscoggin, Cumberland and Penobscot. <b>Nancy Rines, Commissioner:</b> How do you follow the participants after they graduate? <b>Richard Wurpel, Jail Captain:</b> This is just a step in the program; they have to continue on throughout the year. Most are on day reporting or with Maine Pretrial, so you can follow them and see where they are at. <b>Nancy Rines, Commissioner:</b> And who does the feedback go to? <b>Richard Wurpel, Jail Captain:</b> There is a CARA committee who meets every Tuesday at 1pm.</p> <p>We have an Alternative Sentencing program that is starting February 14<sup>th</sup> out at Pine Tree Camp.</p> <p><b>Sheriff Mason, Law Enforcement:</b> Deputy Boudreau and K9 Vixen were dispatched to Waterville the other night, and K9 Vixen sniffed out 44.8 grams of crack, 29.5 grams of fentanyl,</p>	<p>Update</p> <p>Update</p> <p>Update</p>

	<b>Discussion</b>	<b>Action</b>
	<p>and \$1600 cash. The drugs were hidden in an area inside of the person and the dog still hit on the drugs.</p> <p>Last week, we were assisting State Police with coverage because they are down four people from the shooting up in Canaan.</p> <p>We are up and running with our towers; we are not 100 percent, but I want to thank the Chief who really brought this problem up to me and for bringing to my attention when I first came on, on how inadequate things were.; and then when Lieutenant got here, we had a solution because he was already familiar with the issues and also, thankful for the City of Augusta for letting us get on their system. Horizon has been great; Dan Ouellette drives from Arizona to assist us.</p> <p>I have finished my budget and given it to Terry</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
<b>Project Updates</b>	None at this time	
<b>Old Business/ Follow Up Items</b>	Motion by Commissioner Jabar seconded by Commissioner Rines to deny the abatement request regarding Delisle v Town of Rome, as appellant has not shown the assessment to be manifestly wrong.	3 in favor 0 opposed
<b>Warrants</b>	February 4, 2020	Signed
<b>Change of Status</b>	New hire, termination, step increases	Signed
<b>New Business</b>	20-04) Motion and second to sign the Memorandum of Understanding between the Commissioner's, District Attorney and the Sheriff.	3 in favor 0 opposed
<b>Executive Session</b>		
<b>Miscellaneous</b>	None at this time	
<b>Adjournment</b>	Adjourned at 12:30 pm	3 in favor 0 opposed

Terry York, Assistant Administrator