

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

**AGENDA**

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**DATE: March 17, 2020**

**WORKSHOP: 11:00 am**

**CALL TO ORDER: NOON**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES: March 3, 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**

**20-09)** Motion and second to accept and sign the grant between Kennebec County and the Department of Public Safety for the Residential Substance Abuse Treatment Grant.

**20-10)** Motion and second to accept and sign the grant between Kennebec County and the Department of Public Safety for the Substance Use Disorder Assistance Program Grant.

**PUBLIC COMMENTS**

**EXECUTIVE SESSION**

**ADJOURNMENT**

## Commissioners Minutes

March 3, 2020

**Present:** Chairman Patsy Crockett, Nancy Rines, Commissioner, George Jabar, Commissioner, Robert Devlin County Administrator, Terry York, Assistant County Administrator, Richard Davies, Treasurer, Cynthia Ferguson, Finance Director, Sheriff Ken Mason, Chief Morin, Lt. Read, Richard Wurpel, Jail Captain, Lt. Bryan Slaney, Sean Goodwin, EMA Director, Devon Parsons, IT, James Saucier, Facilities Maintenance

**Absent:** Dave Hawke, IT, Kathy Ayers, Register of Probate, Beverly Bustin-Hatheway, Register of Deeds Maeghan Maloney, District Attorney

	Discussion	Action
<b>Call to order</b>	12:00 pm	
<b>Minutes</b>	Motion and second to accept the minutes of February 18, 2020	3 in favor 0 opposed
<b>County Administrator</b>	<b>Robert Devlin County Administrator:</b> There has been some complaints that we are not washing our doorknobs enough; we think it is a personal responsibility, so each office will get a cleaning device, rubber gloves and towels to encourage everyone to take personal responsibility and clean their doorknobs.	Update
<b>Human Resources</b>	<p><b>Terry York, Assistant County Administrator:</b> We got the 1095C's mailed out; some have come back because we had gotten a file from the Health Trust and all the addresses were not updated. These forms are a part of the Affordable Care Act and we have to fill these forms out and mail them to the employees, even though the Health Trust also sends them out.</p> <p>Every year there is a Worker's Comp audit, where they come in and audit the payroll. I was able to go onto Payroll Management and download a file of employees and made a spreadsheet for the auditor, so it will make it easier for them to do the audit.</p> <p>We have gotten back eleven out of the twenty nine towns for the LD-1 information; I am keeping those in a folder for Bob.</p> <p>I did two orientations last week; one part time clerk at the DA's office and one full time Deputy Registrar at Probate</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>

	<b>Discussion</b>	<b>Action</b>
<b>Treasurer</b>	<p><b>Richard Davies, Treasurer:</b> The cash position is \$5.6 million and a little over \$2 million in the investment pool. We are about 70 percent of the way through the fiscal year.</p> <p>The warrant today is \$189K; the major items \$90K for the jail monthly medical contract, \$18K for jail food, \$11,478 for MCAA for FY 20 dues and all others is a little over \$61K.</p>	<p>Update</p> <p>Update</p>
<b>Deeds</b>	<b>Beverly Bustin-Hatheway, Register of Deeds:</b> Absent	
<b>District Attorney</b>	<b>Maeghan Maloney, District Attorney:</b> Absent	
<b>EMA</b>	<p><b>Sean Goodwin, EMA Director:</b> The river is looking pretty good.</p> <p>The big thing in the news is the flu that is going around; it's slowly approaching the states; it is in New Hampshire now, so it is a matter of time before it reaches us.</p> <p>We've been talking to a few of the EMS agencies, like Winthrop and Augusta Ambulance, and the hospitals, they're dusting off their plans that they have and their plans basically amount to the ambulance services designating one truck to do this. They'll staff it with people who are not married or don't have kids, because it is easier to quarantine someone who doesn't have others at home to worry about infecting. It is much easier to watch one person, versus multiple people.</p> <p>I talked to the Sheriff regarding the jail; there is a lot of things they have to look at regarding quarantine. You have to watch out for your staff as well. There are only so many male and female corrections officers that you can use, and it gets to a point where you may actually have to have a few of them doing the quarantine with the prisoners themselves if there is an issue.</p> <p>There are plans in place: 3-6 feet for social distance; when cleaning doorknobs, let the cleaning agent sit on the knob for a few minutes, don't wipe immediately.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
<b>Facilities</b>	<b>James Saucier, Facilities Maintenance:</b> I've put together some leak recovery kits for each of the buildings to help with any	Update

	<b>Discussion</b>	<b>Action</b>
	<p>unexpected leaks.</p> <p>I started on the second door downstairs and there was a lot of rot on the bottom; this is one of those things that you don't know how bad it really is until you start the project.</p>	Update
<b>Information Technology</b>	<p><b>Devin Parsons, IT:</b> Our Docuware system that the Jail uses for record management has been updated from FORTIS. The transition went smooth.</p> <p>Spectrum was back to fix the inmate phone system. They found it was a line quality issue going across the two pole s in front of the jail; so they had to physically replace the line going in between the two poles. Now we have a better quality signal coming into the jail for the inmate phone system, which is also shared with the TV system.</p>	Update  Update
<b>Probate</b>	<b>Kathy Ayers, Register of Probate:</b> Absent	
<b>Sheriff/Corrections:</b>	<p><b>Sheriff Mason, Corrections:</b> We have 154 inmates currently in house.</p> <p>We had a successful Alternative Sentencing program out at the Pine Tree Camp. We had 24 participants from Kennebec County, 11 from Somerset, 2 from York and 5 from Cumberland.</p> <p>We had an inmate assault an officer; this inmate has a history of assaulting offices. So I have talked to the Captain and we may see if the prison will take him.</p> <p><b>Sheriff Mason, Law Enforcement:</b> I spoke to you at the last meeting in regards of getting the grant for the K-9 unit; we were accepted for that grant and I will need your vote on accepting that grant. This grant will cover everything we need for the dog and training. We have three individuals who have put in for this position; Deputy Boudreau will be on the oral boards.</p> <p>DOC sent out a copy of a PowerPoint of how to handle a crisis such as this. Tomorrow morning at briefing we will review all the information; we also have standard operational procedures</p>	Update  Update  Update  Update

	<b>Discussion</b>	<b>Action</b>
	<p>for any pandemic and CHP also has their standard operational procedures as well.</p> <p>Yesterday we attended a graduation at the prison for corrections officers that finished the basic course for corrections; we had two individuals, Officer Gagne and Officer White</p>	Update
<b>Project Updates</b>	None at this time	
<b>Old Business/ Follow Up Items</b>		
<b>Warrants</b>	March 3, 2020	Signed
<b>Change of Status</b>	New hire, termination, step increases	Signed
<b>New Business</b>	<p>20-07) Motion and second to accept and sign the grant from the Stanton Foundation for the Canine Project in the amount of \$25,000 for the purchase and training new K-9,</p> <p>20-08) Motion and second to approve the FY 20 salary adjustments as recommended by the County Administrator</p>	<p>3 in favor 0 opposed</p> <p>3 in favor 0 opposed</p>
<b>Executive Session</b>		No Action Taken
<b>Miscellaneous</b>	None at this time	
<b>Adjournment</b>	Adjourned at 12:38 pm	3 in favor 0 opposed

Terry York, Assistant Administrator