

KENNEBEC COUNTY CO KENNEBEC COUNTY COMMISSIONERS MEETING

AGENDA

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DATE: MAY 18, 2021

CALL TO ORDER: NOON - ZOOM

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: May 4, 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

NEW BUSINESS

PUBLIC COMMENTS

EXECUTIVE SESSION

ADJOURNMENT

Commissioners Minutes

May 4, 2021

Present: Chairman Patsy Crockett, Nancy Rines, Commissioner, George Jabar, Commissioner Robert Devlin County Administrator, Terry York, Assistant County Administrator, Sheriff Ken Mason, Cindi Ferguson, Finance Director, Devon Parson, IT, Sean Goodwin, EMA, Maeghan Maloney, DA's Office, Richard Davies, Treasurer, Beverly Bustin-Hathaway, Register of Deeds, Diane Wilson, Deeds, Capt. Bryan Slaney, KCCF, Art True, EMA

Absent: Kathy Ayers, Probate, James Saucier, Facilities Maintenance

	Discussion	Action
Call to order	12:00 pm	
Minutes	Motion and second to accept the minutes of April 20, 2021	3 in favor 0 opposed
County Administrator	<p>Robert Devlin, County Administrator: We've had our budget meeting and we'll be making a minor change with the revenue line which would affect our surplus. I'll update changes this week and send out to everyone. Cindi had made some calculations and it may drop it down a bit. I've been in touch with our roofing contractor for the courthouse roof and I'll talk to Cindi about our capitol improvement line for that repair. I've also made a draft bill of sale to Steve Smith for the movement of the Melville Fuller statue. We wouldn't want to go forward on this until we know the item is insured. Patsy: Any update on last year's Spirit of America awards? Bob: We have them but got behind with COVID and people being out of the office for some time but we'll get to them. Patsy: Also, the Children's Center – have we done anything with that? Bob: They sent me another one to go over and I'll get it out to you.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
Human Resources	<p>Terry York, Assistant County Administrator: We are looking at 2 new hires for the jail (possibly a 3rd) and when the colleges let out at the end of the month, we should have 4 interns that would be interested in coming on board as well. I will be talking to Eric Conrad from MMA this afternoon about</p>	<p>Update</p> <p>Update</p>

	Discussion	Action
	a spot on their website which features different jobs at municipalities and seeing if we could get the County included with that.	
Treasurer	<p>Richard Davies, Treasurer: The county is in good financial condition as it has been for some time. We are looking at some issues internally that we need to address.</p> <p>Finance Director: Sandra and Tracie have been working on payrolls and I've filed the multiple worksite report with the state. We have received the 2nd request for the March expenditures on the Crisis and Counseling grant for diversionary sentencing. We are also working on the ICMA pension plans and updating those.</p>	Update Update
Deeds	<p>Beverly Bustin-Hatheway, Register of Deeds: We are \$19,448.48 up from last year. We would like to hire a new part time clerk for e-reporting and I'll have a conversation with Bob about this.</p>	Update
District Attorney	<p>Maeghan Maloney, District Attorney: We will have dispositional conferences this week and jury trials starting next week. Everyone is back in the office full time and ready to get going forward again.</p>	Update
EMA	<p>Sean Goodwin, EMA Director: The vaccine site at the Civic Center is ramping down which will free up some volunteers for the mobile clinic. Homeland Security Fraud grant package – Jay has sent it in for the initial approval.</p>	Update Update
Facilities	<p>James Saucier, Facilities Maintenance: Absent County Administrator: I've been working with Clark on Unity Rd and will get an RFP together.</p>	Update
Information Technology	<p>Devon Parsons, IT: We have had an intern finish up his experience with us and it went very well for both parties. There will be another intern working through the summer and will start in a few weeks.</p>	Update
Probate	<p>Kathy Ayers, Register of Probate: Absent</p>	Update
Sheriff/Corrections:	<p>Sheriff Ken Mason: There are 135 inmates in the facility which is still a good level. I was proud this morning to give Jim Savage his award for</p>	Update

	Discussion	Action
	<p>Employee of the Year through the Maine Sheriff's Association. We've been waiting to get this to him since COVID hit last year.</p> <p>This week is Corrections Week and normally we would hold a BBQ but are being safe on the side of COVID restrictions and gatherings. We will hold off until later this summer to do this.</p> <p>Capt. Slaney: We have something planned each day this week for staff to honor their hard work.</p> <p>On the LE side, Steven Gould is in the process and will be doing the final step tomorrow afternoon. He is an academy graduate with 5 yrs experience.</p> <p>Commissioner Rines: When is the CARA program starting again? Sheriff: When I decide that it's safe again – where we take people from other counties and there has been an influx of COVID cases in the inmate population at other counties. We currently have 4 blocks in quarantine which limits how we can deal with the general population.</p> <p>Commissioner Rines: Are we offering vaccines: Capt. Slaney: We received 18 doses of Johnson & Johnson and offered those out to the inmate population and we are looking at receiving 50 more doses for inmates as well.</p> <p>District Attorney: If there are extra doses that inmates do not use, would those be available to Kennebec County staff? Capt. Slaney: I will talk more with the state about how it can be administered. If possible, we absolutely want to get as many people vaccinated as we can.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
Project Updates	<p>County Administrator: As I mentioned, I've talked to J&H Roofing about the courthouse roof and we've worked with them in the past. I'll be getting that out to everyone as I receive it.</p> <p>Chairman Crockett: did you get any further info from the Legislature about funding CARA? County Administrator: No, I haven't seen anything yet.</p>	<p>Update</p>
Old Business/ Follow Up Items	<p>None at this time</p>	

	Discussion	Action
Warrants	Signature for approval of County Warrants	Signed
Change of Status	New hire, termination, step increases	Signed
New Business		
Executive Session		
Miscellaneous		
Adjournment	Adjourned at 12:32 pm	3 in favor 0 opposed

Terry York, Assistant Administrator