

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

**AGENDA**

**AGENDA**

**AGENDA**

**DATE: May 19, 2020**

**WORKSHOP: 11:00 am**

**CALL TO ORDER: NOON via ZOOM**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES: May 4, 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**

20-15) Motion and second to renew the rental agreement with WIA for office space at the Registry of Deeds.

**PUBLIC COMMENTS**

**EXECUTIVE SESSION**

**ADJOURNMENT**

## Commissioners Minutes

May 5, 2020

**Present:** Chairman Patsy Crockett, Nancy Rines, Commissioner, George Jabar, Commissioner, Robert Devlin County Administrator, Terry York, Assistant County Administrator, Cynthia Ferguson, Finance Director, Richard Davies, Treasurer, Maeghan Maloney, District Attorney, Beverly Bustin-Hatheway, Register of Deeds, Sheriff Ken Mason, Chief Morin, Lt. Read, Lt. Bryan Slaney, Devon Parsons, IT, Kathy Ayers, Register of Probate, Sean Goodwin, EMA Director

**Absent:** Dave Hawke, IT, James Saucier, Facilities Maintenance, Richard Wurpel, Jail Captain, Tracie Lesperance, Finance Clerk

	Discussion	Action
<b>Call to order</b>	12:00 pm	
<b>Minutes</b>	Motion and second to accept the minutes of April 21, 2020	3 in favor 0 opposed
<b>County Administrator</b>	<b>Robert Devlin County Administrator:</b> We're still quarantined; in fact, I think department heads should mention how their departments are working.	Update
	We had our budget meeting last night; it went very well.	Update
<b>Human Resources</b>	<b>Terry York, Assistant County Administrator:</b> My department is running well; everyone is in line.	Update
	I have done several applications; I've got four more over here to review.	Update
	I have an orientation for two people scheduled for the jail tomorrow.	Update
	I've been busy working on the budget and answering questions the employees have regarding COVID-19.	Update
<b>Treasurer</b>	<b>Richard Davies, Treasurer:</b> The cash position is \$3.6 million and a little over \$2.128 million in the investment pool.	Update
	<b>Cynthia Ferguson, Finance Director:</b> Sandra is not able to be set up to work from home, so she has been in the office every day, with the exception of the first week. Tracie has been working from home and has been able to do most of the stuff that	Update

	Discussion	Action
	she normally does in the office.	
<b>Deeds</b>	<b>Beverly Bustin-Hatheway, Register of Deeds:</b> We are \$142,396 ahead of last year.	Update
<b>District Attorney</b>	<p><b>Maeghan Maloney, District Attorney:</b> We moved electronically a year ago, so that has enabled people to work from home; we continue to operate on a staggered schedule.</p> <p>We have followed the Governor's new recommendation; we have more people in the office than we did a week ago, but we are continuing to make sure that when the people who are here, are not seated near one and other.</p> <p>Those who are working from home have been doing a great job; they are immediately responsive, but they would rather be here, at the office.</p> <p>One of the questions I have, is when will be the right time to allow the public back into the building? Should it be in phase two or phase three of the Governor's guidelines? We could open our doors at any time as we are considered essential services; however, it has to be the right and appropriate time. <b>Robert Devlin County Administrator:</b> Your employees are all behind glass, which is good. That might be the difference; the people are behind glass, and the other departments that are not, stay closed.</p>	<p>Update</p> <p>Update</p> <p>Update</p>
<b>EMA</b>	<p><b>Sean Goodwin, EMA Director:</b> Training with IMAT, CERT and the Haz-Mat teams has been shut down due to CV-19 Our office, Maine Gen. and the Augusta Fire Department will be using the CV-19 incident as our yearly Haz-Mat exercise.</p> <p>All sixteen EMA offices have been made ordering points for all requests for PPE state-wide per Maine Emer. Man. Agency and Maine CDC.</p> <p>The EMA offices have also been told that we will coordinate fit testing of N-95 mask with the MeANG and MEMA and Maine CDC, also help do the fit testing of N-95 mask as needed.</p>	<p>Update</p> <p>Update</p> <p>Update</p>

	<b>Discussion</b>	<b>Action</b>
	<p>Due to the way people in the Fire Service make up yearly budgets, which means only spending what you have to during the year. Our EMA budget has a few lines that are flush with funds that we have not had to spend during the year but still have a place to be spent. It's not left over money, its funds we did not use on items that we could wait on till the end of the budget year. Needless to say we have spent a small amount of funds on CV-19 and in the beginning we had a lot of stuff given to our office. Those give-a-ways have dried up and we will be faced with buying some PPE to replace what we have given away to some of the smaller towns.</p> <p>Two of the staff also went to the Center for Domestic Preparedness in Anniston, Alabama. There was no cost the Kennebec County for the training. All cost-air fare, lodging, food, ground transport were all covered by the Center. The saving from having the two classes paid for has left our office some "left over" fund that we would to use to build up our supply of PPE for the next incident.</p> <p>Theo went to Haz-Mat school and I went to Haz-Mat/Hospital class.</p>	<p>Update</p> <p>Update</p> <p>Update</p>
<b>Facilities</b>	<b>Robert Devlin County Administrator, for Facilities:</b> Billy has been cleaning all surfaces that have been touched, constantly.	Update
<b>Information Technology</b>	<b>Devin Parsons, IT:</b> Everything is still running good; no issues.	Update
	We are working from home every other day; one of us is here when the other is home.	Update
	I worked with Bob this morning to renew the contract for the camera system for the jail and the county.	Update
<b>Probate</b>	<b>Kathy Ayers, Register of Probate:</b> We will also need to have a discussion as to when we can reopen to the public; I have two employees and one judge that are high risk. I know that we were told that we could use a room over at the new courthouse for hearings, as the one in our building does not enable us to practice social distancing.	Update
	We are still able to do a lot of estates for people and emergency	Update

	Discussion	Action
	hearings when we need to	
<b>Sheriff/Corrections:</b>	<b>Sheriff Mason, Corrections:</b> We have 90 inmates at the jail. All the staff is doing well.	Update
	This week is National Corrections Officers Week; everyday, we have something planned to do for them as they work extremely hard. Tomorrow, we had a scheduled BBQ like we always have, but I felt it appropriate to postpone it until the orders from the Governor are lifted.	Update
	<b>Sheriff Mason, Law Enforcement:</b> We received a \$58K Federal Grant to be used for overtime specifically; it cannot be spread out to be used for other things. This comes at a great time, as this week, the State Police are no longer covering the areas they were in the past. This will help pay for the additional patrol needed for those areas, at the overtime rate.	Update
	We have been doing a lot of drive by birthday parades for kids throughout the county; this is great community interaction.	Update
	All of my admin staffing came back Monday. They are protected by glass, so when someone comes in the lobby, they are protected. We have a cardboard box in the lobby for people to drop off their papers for service, and that box is not opened for 24 hours. Currently, there are only four counties that are still operating Civil service, and we are one of them. Everyone is back to work, but we are practicing social distancing the best that we can. Social distancing at the jail is nearly impossible. <b>Chairman Patsy Crockett:</b> Are any of the inmates that have been released, been a problem coming back in? <b>Sheriff Mason:</b> We had a few come back early on, but that was only due to them not following the conditions of their release. The DA's office, the courts and Law Enforcement are all working together to alleviate some of our burden and keeping the people that need to be in jail, in jail.	Update
<b>Project Updates</b>	The chiller at the jail has been installed.	Update
<b>Old Business/ Follow</b>		

	<b>Discussion</b>	<b>Action</b>
<b>Up Items</b>		
<b>Warrants</b>	May 5, 2020	Signed
<b>Change of Status</b>	New hire, termination, step increases	Signed
<b>New Business</b>	20-13) Motion and second to move all money from lines 4100 & 4940 into line 5104 to purchase PPE if needed.	3 in favor 0 opposed
	20-14) Motion and second to accept the \$58K Federal Grant to be used for overtime in the Sheriff's Office.	3 in favor 0 opposed
<b>Executive Session</b>		No Action Taken
<b>Miscellaneous</b>	None at this time	
<b>Adjournment</b>	Adjourned at 1:38 pm	3 in favor 0 opposed

Terry York, Assistant Administrator