

KENNEBEC COUNTY CO KENNEBEC COUNTY COMMISSIONERS MEETING

AGENDA

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DATE: JUNE 15, 2021

WORKSHOP: 10:30 am – COURTHOUSE WALK THRU

CALL TO ORDER: NOON

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: June 1, 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

03-15) Motion and second to award the bid for the full body scanner at the jail.

Follow Up Items:

Spirit of America

Walk through at the Court house

Facebook Page

Contract Negotiations

NEW BUSINESS

03-18) Motion and second to approve the FY 22 budget as approved by the budget committee.

PUBLIC COMMENTS

EXECUTIVE SESSION

ADJOURNMENT

Commissioners Minutes

June 1, 2021

Present: Chairman Patsy Crockett, Nancy Rines, Commissioner, George Jabar, Commissioner, Robert Devlin County Administrator, Terry York, Assistant County Administrator, Richard Davies, Treasurer, Beverly Bustin-Hatheway, Register of Deeds, Diane Wilson, Deeds, Sheriff Ken Mason, Lt. Bryan Slaney, Correctional Facility, D.A. Maeghan Maloney, Cindi Ferguson, Finance Director, Sean Goodwin, EMA, Kathy Ayers, Probate

Absent: Devon Parson, IT, Sean Goodwin, EMA, Kathy Ayers, Probate, James Saucier, Facilities Maintenance

	Discussion	Action
Call to order	12:03 pm	
Minutes	Motion and second to accept the minutes of May 18, 2021	3 in favor 0 opposed
County Administrator	<p>Robert Devlin, County Administrator: We have another notice for the easement at the Children’s Center which is from the city. They will be building a connector between the two buildings. I’ll send that around for signatures.</p> <p>The bids for the Unity project are due tomorrow. We did a walk-through last week with one company and another bid came over the weekend and I’ll be evaluating those.</p> <p>We received \$11.8 million from the rescue act funds and we get the other half later. There are several pages of information as to how that can be used and I’ll get copies out to everyone. There have also been several inquiries as to how we can use that money and some suggestions for it.</p> <p>Sheriff Mason and I met with the Augusta City Manager last week regarding this as well and talked about the possibility of running another pipe under the Kennebec which would connect fiber optics for communication services.</p> <p>A handful of counties are looking to take part in a salary survey with Laurie Bouchard. If we want to participate it would be about \$900.00 from our professional services budget and would</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>

	Discussion	Action
	<p>survey all staff.</p> <p>I attended a Zoom meeting with the Criminal Justice Committee and was recognized to answer some questions. They are committed to funding our CARA program into the future and making it a permanent funding and clarifying community corrections funds. With that, some of the Rescue Act funds may recover some mental health and substance abuse funding.</p> <p>Chairman Crocket: Is there any progress on the two pending items – Spirit of America Awards and contract negotiations? Also, the walk-through at the Courthouse?</p> <p>County Administrator Bob Devlin: No progress on the awards, everyone is tied up right now. Contracts are in progress and we should be able to meet in a couple of week. Nancy would like to be part of that meeting as well.</p> <p>The walk-through can be set up any day everyone is free, just let me know.</p> <p>This Wednesday and Thursday at 5:00 are the two hearings on the budget. I'll be resending the connections for those meetings.</p>	<p>Update</p> <p>Update</p> <p>Update</p>
Human Resources	<p>Terry York, Assistant County Administrator: Four orientations were completed last week – 3 at the jail and one deputy. Three interns will also be starting at the jail next week. All budgets have been sent to the towns.</p> <p>As far as contract negotiations, I'm just going over all of the salaries and info to make sure it's up to date. I've also been putting together a job description for the new HR Asst. position that has been put into the budget.</p> <p>Commissioner Rines: Do the interns get school credit for this work?</p> <p>Terry York, Assistant County Administrator: Yes, SSgt. St. Pierre handles all of the information as far as that program and what it required by the school.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>

	Discussion	Action
	<p>Sheriff Mason: I'm sure that Capt. Slaney would be happy to take care of some sort of certificate for that.</p> <p>Commissioner Rines: You were going to work on something with our Facebook profile with Jason?</p> <p>Terry York, Assistant County Administrator: Yes, he is working on it and facing some challenges with Facebook and their restrictions.</p>	<p>Update</p> <p>Update</p>
Treasurer	<p>Richard Davies, Treasurer: The county is in probably the strongest financial position that it's been in in a long time. The total funds available as of today are \$15,664,469.15. We have been very prudent in our finances and careful as to how we spend it. The sum I gave you is comprised of several different funds that came in last week and I'll provide that info to the commissioners.</p> <p>Cindi Ferguson, Finance Dir.: Our investment account is also up about \$3,000 and is at \$2,146,000. Sandra is working steadily on payroll for this week as well as a warrant that will be ready later in the week for signatures along with a restitution warrant.</p> <p>We've also processed diversion and re-entry grant cash disbursement requests that came through from Crisis and Counseling and we're working with the state so that we can get reimbursed for those expenditures.</p> <p>Commissioner Rines: Is all of this reflected in the budget we've drawn up?</p> <p>Cindi Ferguson, Finance Dir.: The grants are not reflected in the budget, they are separately accounted for as discreet units. They are in the reports that we send out but not part of the budget.</p> <p>Commissioner Rines: What about the auditors?</p> <p>Cindi Ferguson, Finance Dir.: They are working on it and thought they would have a draft ready for us. They are coming in next week to go over a couple of items with us.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
Deeds	Beverly Bustin-Hatheway, Register of Deeds:	

	Discussion	Action
	<p>Diane Wilson: For the month of May we are up \$28,000 and YTD \$216,244. The new trainee is coming along well.</p> <p>Commissioner Rines: And that covers the training period for the new person?</p> <p>County Administrator Bob Devlin: No, that is coming from the current budget and unspent lines.</p>	<p>Update</p> <p>Update</p>
District Attorney	<p>Maeghan Maloney, District Attorney: The court is scheduling a lot of hearings and is back in session. There is a big change possibly coming on Thursday – to no longer have dispositional conferences to negotiate cases. If this happens, we will need to create our own process and figure out how we will settle cases without the involvement of the court. This will be a big challenge to find time and space to make up for this.</p>	<p>Update</p>
EMA	<p>Sean Goodwin, EMA Director: Art and I have been spending time with the vaccine clinic at Civic Center which is slowing down. Pop-up clinics are also being suggested as well as working with Maine General to put something together.</p>	<p>Update</p>
Facilities	<p>James Saucier, Facilities Maintenance: Absent</p> <p>County Administrator Bob Devlin: The court roof was replaced and is finished. While there, the contractor did an inspection on the rest of the roof and will get us a report. The next project will be at the jail and working on the generator and water softener system.</p>	<p>Update</p>
Information Technology	<p>Devon Parsons, IT: Absent</p>	<p>Update</p>
Probate	<p>Kathy Ayers, Register of Probate: Tomorrow we will be starting in-person hearings all day and will be getting back into the normal routine.</p> <p>The fees bill in the legislature should be coming through any day now. The commission to study the Probate Court and for the state to incorporate us is still in appropriations.</p>	<p>Update</p> <p>Update</p>

	Discussion	Action
	<p>I was able to get an extension from Justice Connors on the confidentiality rules and how it could change our program. We're meeting with our vendor and going over how that will change things for us and for them.</p> <p>This building really needs some more help for the facilities staff, it is not a one-person job.</p> <p>As far as the walk-through for the building, in the past we've had security guards and facilities manager which are no longer here and there are more employees so there is a need for some design changes. A rift has developed and it needs a solution to avoid a strain between offices. There will be people coming in tomorrow for court and we do know of one that will be in a wheelchair.</p> <p>District Attorney Maeghan Maloney: Thank you Kathy, for bringing this up and it is needed. Both of our offices can definitely sit down together and see what can be settled out without issues.</p> <p>Commissioner Rines: Do we need a motion for reopening today? Do we need to put signs up for masks and distancing?</p> <p>County Administrator Bob Devlin: We have signs up and are asking employees and the public to wear a mask when meeting in person with each other.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
<p>Sheriff/Corrections:</p>	<p>Sheriff Ken Mason:</p> <p>As far as the last discussion about reopening, I am going to keep the lobby door at the jail locked for now. They can come into the small lobby and use the intercom to speak with someone but will need a mask to get into the lobby.</p> <p>On law side, things are going fine. We will have a full staffing with the newest deputy coming on board.</p> <p>The new message board is marked up with our logos.</p> <p>Our in house population is 162 and this is mostly due to the long weekend. We are holding 3 from TBRJ and 7 MDOC female inmates. Once those inmates are arraigned and/or moved out, our population will be at a more manageable level.</p>	<p>Update</p> <p>Update</p> <p>Update</p>

	Discussion	Action
	<p>I was contacted by State Police Col. Cote regarding the state grant program for computer crime lab work. They would be considered Kennebec County employees but working out of the crime lab and all paid out of state funding, not to the county taxpayers. I can find out how long the grant would be available for.</p> <p>Capt. Slaney: The admin staff has been reviewing body scanner bids and we've narrowed it down to two companies and we hope to have a recommendation at the next meeting.</p> <p>We're still offering inmate vaccinations and are working with other counties to see if we can assist with their populations. As far as the jail staff, everyone has been offered a vaccine and those who wished to get it have done so.</p> <p>County Administrator Bob Devlin: If there are extra doses, could we put it out to all County staff:</p> <p>Capt. Slaney: We can put out a memo to all County offices and provide everyone the opportunity to get it.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
Project Updates	County Administrator Bob Devlin:	
Old Business/ Follow Up Items/ Next Agenda Items	<ol style="list-style-type: none"> 1. Body Scanner 2. Facebook 2. Spirit of America 4. Walk-through at Courthouse 5. Contract Negotiations 	Update
Warrants	Warrant June 1, 2018	Signed
Change of Status	New hire, termination, step increases	Signed
New Business	<p>03-16) Motion and second to open the County buildings and post signs for mask-wearing and social-distancing.</p> <p>03-17) Motion and second to approve participation in the salary survey at a cost of no more than \$1000.</p>	<p>3 in favor 0 opposed</p> <p>3 in favor 0 opposed</p>
Executive Session		
Miscellaneous		
Adjournment	Adjourned at 1:10 pm	3 in favor 0 opposed

Terry York, Assistant Administrator