

KENNEBEC COUNTY CO KENNEBEC COUNTY COMMISSIONERS MEETING

AGENDA

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DATE: JULY 7, 2020

WORKSHOP: 11:00 am

CALL TO ORDER: NOON

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: June 16, 2020

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

20-21) Motion and second to hire LBouchard & Associates to conduct a Human Resources Audit.

PUBLIC COMMENTS

EXECUTIVE SESSION

ADJOURNMENT

Commissioners Minutes

June 16, 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, Beverly Bustin-Hatheway, Register of Deeds , Sheriff Ken Mason, Devon Parsons, IT, Kathy Ayers, Register of Probate, Tracie Lesperance, Finance Clerk

Absent: Maeghan Maloney, District Attorney, Dave Hawke, IT, Sean Goodwin, EMA Director, James Saucier, Facilities Maintenance, Richard Wurple, Jail Captain,

	Discussion	Action
Call to order	12:00 pm	
Minutes	Motion and second to accept the minutes of June 2, 2020	3 in favor 0 opposed
County Administrator	<p>Robert Devlin County Administrator: Following up on our workshop, having a discussion on whether or not we send out a tax bill that allows the towns to pay sixty percent of the bill in September and the rest in February, if they chose. Nancy Rines, Commissioner: I suggest we go ahead and make a motion to adopt that for this year only.</p> <p>Robert Devlin County Administrator: The proposed solar farm project in Readfield needs to be amended, as that location is not going to work. I just received the information, I have not read it all yet, so I don't know all the details.</p> <p>We are slowly reopening; people are coming back to work. I think we still need to be cautious. I think we will get another round again; I think it will go into the Fall. There's no cure or treatment. I think our staff has done an outstanding job during this time period and all deserve kudos for that.</p>	<p>Update</p> <p>Update</p> <p>Update</p>
Human Resources	Terry York, Assistant County Administrator: Things have been slow in my office; we are one short of being fully staffed at the jail, and we have four new hires starting July 6th. That will give us fifty six corrections officers.	Update
Treasurer	Richard Davies, Treasurer The cash position is \$2.6 million and a little over \$2.1 million in the investment pool.	Update

	Discussion	Action
	<p>I have been working with the State Treasurer to try and get the benefits of properties that they have received from various entities because they can't get them to the individuals it is owed to. We've got a few that are under \$25, a few under \$100, and possibly one under \$500.</p>	Update
	<p>The warrant for today is a little over \$250K; Jail food is a little over \$19k, Jail medical contract is a little under \$99K, Jail medical is a little over \$18K, Maine Pretrial is \$18K, and all others is \$99k.</p>	Update
	<p>Cynthia Ferguson, Finance Director: Bob and I are having a conference call tomorrow with the auditors to go over their points and decide on finalizing the fund balances for FY19.</p>	Update
	<p>I have been talking with NDS and they have agreed to take \$500 off the Positive Pay module that we have to protect us from fraud. Tracie has been working on getting our outstanding checklist cleaned up; that was one of the auditors' points anyway, but we had already started the process.</p>	Update
	<p>NDS is also willing to train us at no cost, on the different aspects of the software, as we are not utilizing it to its capacity.</p>	Update
	<p>Right now, we are only able to access the current and prior year in NDS, but they are going to add a second year; so we can keep FY19, FY20 and FY21 and will have back up of those years as well.</p>	Update
Deeds	<p>Beverly Bustin-Hatheway, Register of Deeds: The staff is doing well; no problems yet.</p>	Update
	<p>I will let Bob know what we would like for Plexiglas after I visit the office and get input from everyone.</p>	Update
District Attorney	<p>Maeghan Maloney, District Attorney: Absent</p>	

	Discussion	Action
EMA	Sean Goodwin, EMA Director: Absent	
Facilities	Robert Devlin County Administrator, for Facilities: Nothing is on schedule. Billy has been cleaning all surfaces that have been touched, constantly; he is doing a great job.	Update
Information Technology	Devin Parsons, IT: Everything is still running good; no issues.	Update
	Augusta Fuel was here the end of last week to replace a crack in the air conditioner in the basement; it was leaking water.	Update
Probate	Kathy Ayers, Register of Probate: We are \$7K over for the year already, and this is because the attorneys all filed before we closed in March. We are open today; we have already had a few adoptions this morning.	Update
Sheriff/Corrections:	Sheriff Mason, Corrections: We have 103 inmates at the jail.	Update
	The jail medical staff is up to staffing levels; we now have staff on 24/7, and is very beneficial to us.	Update
	Last Wednesday, we had our BBQ that was postponed during Corrections Week due to COVID-19. We had members of the staff to include Terry, and her husband, and Chaplin Anderson, all put on a mini concert. They played the National Anthem, God Bless America and God Bless the USA. We had games of corn hole as well.	Update
	We donated 55 cases of microwave meals to the Augusta Food Bank. We had purchased these meals for Ramadan meals, however, since our inmate population is down, we were unable to use them.	Update
	Our work crews are back out; we have four outside trusties. They were helping with the cemeteries for Memorial Day.	Update

	Discussion	Action
	<p>We plan on doing a partial garden this year.</p> <p>We have eleven inmates we are holding that are scheduled to go to DOC; that should be happening soon, as they already have a plan. I believe we have 64 inmates statewide that are supposed to go to DOC.</p> <p>The CARA class that was scheduled to start June 1st was cancelled; the next one is scheduled for the 21st.</p> <p>Sheriff Mason, Law Enforcement: Deputy VanWyk is done with training and is now on his own.</p> <p>We have a new K9, Brock. Everything the dog needs comes out of the \$25K grant we received. We paid \$8K for the dog, \$5K for the kennel, and roughly \$1100 on equipment.</p> <p>Dan Ouellette will be here to update our radios; he's going to put a new antenna on the Sidney tower.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
Project Updates		Update
Old Business/ Follow Up Items		
Warrants	June 16, 2020	Signed
Change of Status	New hire, termination, step increases	Signed
New Business	<p>20-19) Motion and second to adopt the FY21 Kennebec County budget as voted by the Kennebec County Budget Committee, in the amount of \$13,609,717 with the amount raised by taxation of \$11,981,685, due to the State underfunding the County Correctional Facility and the unfunded mandate on the law enforcement division to add staff due to the State's Department of Public Safety's decision to withdraw from its agreement to patrol communities in Kennebec County.</p> <p>20-20) Motion and second to allow towns, for this year only, to pay sixty percent of their tax bill in September and the other forty percent in February</p>	<p>3 in favor 0 opposed</p> <p>3 in favor 0 opposed</p>

	Discussion	Action
	20-21) Motion and second to exceed the cap and adopt the Unity Township budget of \$9,125.14 as passed by the Budget Committee	3 in favor 0 opposed
Executive Session		No Action Taken
Miscellaneous	None at this time	
Adjournment	Adjourned at 1:46 pm	3 in favor 0 opposed

Terry York, Assistant Administrator