

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

**AGENDA**

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**DATE: JUNE 16, 2020**

**WORKSHOP: 11:00 am**

**CALL TO ORDER: NOON**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES: June 2, 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**

**20-19)** Motion and second to adopt the FY 21 county budget.

**20-20)** Motion and second to renew the Siemens contract at the Correctional Facility.

**PUBLIC COMMENTS**

**EXECUTIVE SESSION**

**ADJOURNMENT**

## Commissioners Minutes

June 2, 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, Dave Hawke, IT, Devon Parsons, IT, Kathy Ayers, Register of Probate, Sean Goodwin, EMA Director**

**Absent: 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 May 19, 2020	3 in favor 0 opposed
<b>County Administrator</b>	<p><b>Robert Devlin County Administrator:</b> I want to take a moment and recognize Billy Hayes, who is our maintenance associate for the County. He has stepped up in the absence of James Saucier; he has gotten some things done that needed to be done, and he deserves an “atta boy”.</p> <p>We’ve been looking at starting to reopen the County; the biggest challenge will be Probate Court and Deeds. Members of the public will be required to wear a mask, and staff that has to meet with the public will have to wear a mask. I think we should think about actually opening at our next meeting. We have to start bringing staff back too; we still have a fair amount of staff working from home. How long is this thing going to go? They just cancelled the Fryeburg Fair; this is not going to be over in a couple of weeks. We will have to have masks to provide to the public if they arrive without one. <b>Chairman Patsy Crockett:</b> Will there be a problem with just employees following the 6ft rule, not just with the public? <b>Robert Devlin County Administrator:</b> We’re looking at that; some places like the DA’s office and Probate will have a problem, but we are looking into what we can do to prevent that. <b>Kathy Ayers, Register of Probate:</b> We have one spot where there is an issue, and currently, we are rotating those two people, to work from home</p>	<p>Update</p> <p>Update</p>

	<b>Discussion</b>	<b>Action</b>
	<p>when the other person is in the office. So far that is working, but we will need to turn the cubicle around a full wall to separate those two; it will be a project.</p> <p><b>Nancy Rines, Commissioner:</b> Where are we at with the Union contact? <b>Robert Devlin County Administrator:</b> We are trying to figure out how we are going to meet to negotiate.</p>	Update
<b>Human Resources</b>	<p><b>Terry York, Assistant County Administrator:</b> We are almost at full staff at the Jail.</p> <p>I will be doing two orientations, possibly three on Wednesday. The Chief is interviewing one more person, and that will put us very close to being at full staff.</p> <p>We have received eight fraudulent unemployment claims; out of those eight, only two were found to be legitimate. The others are all still working here and have not filed for unemployment. I sent out an email to all employees regarding this fraud and how to report it if they were victim of the fraud. I have contacted the employees on the claims list to alert them of the fraud. There are a lot of people, not just in the County that have been hit.</p>	Update Update Update
<b>Treasurer</b>	<p><b>Cynthia Ferguson, Finance Director:</b> The cash position is \$2.6 million and a little over \$2.1 million in the investment pool.</p> <p>The auditors have drafted their management report and would like to talk to Bob and I about that; we will set a meeting up for that.</p>	Update Update
<b>Deeds</b>	<p><b>Beverly Bustin-Hatheway, Register of Deeds:</b> Things are running smoothly; the staff has been doing what is necessary to keep the office clean and practicing social distancing.</p> <p>We are up \$165K over last year.</p> <p>We are talking about vacations and how we will cover those.</p>	Update Update Update
<b>District Attorney</b>	<p><b>Maeghan Maloney, District Attorney:</b> We are doing well overall; the courts schedule continues to be very reduced so that we don't need everyone in the office in order to cover court.</p>	Update

	<b>Discussion</b>	<b>Action</b>
	<p>Things will start ramping up in July when we have grand jury.</p> <p>What we are working on right now is two teams; a northern and southern Kennebec team and those teams will not be in the office on the same day, and we are alternating working from home and working in the office. We have a work from home policy that everyone has to sign that Bob and Terry have approved. We can only do this because people are doing the work, and people are available when needed. I have asked people to wear facial coverings in the common areas of the offices.</p>	<p>Update</p> <p>Update</p>
<b>EMA</b>	<p><b>Sean Goodwin, EMA Director:</b> Our guys continue to put in requests for the hospitals'; the hot items are for the swabs for testing. We have probably ordered about three or four thousand of those just for Kennebec County alone.</p> <p>We are working on our budget; we have a Homeland security grant closing out and we are getting ready to start a new one this Fall. The two part timers are working on a mitigation plan update which will be due for next year. They are also working with the schools regarding summer school and this fall term.</p>	<p>Update</p> <p>Update</p>
<b>Facilities</b>	<p><b>Robert Devlin County Administrator, for Facilities:</b> Nothing is on schedule. Billy has been cleaning all surfaces that have been touched, constantly; he is doing a great job.</p>	<p>Update</p>
<b>Information Technology</b>	<p><b>Devin Parsons, IT:</b> Everything is still running good; no issues.</p> <p>Our air conditioner in the server room was serviced and cleaned by Augusta Fuel last week.</p> <p>I got a call from the Augusta RCC this morning stating that they are dispatching out of their new dispatch center; I am not sure exactly where it is. They have connection issues to the RCC terminal server which are in our server room; they never tested the network ahead of time like they said they would. Now I am trying to work with them to get them connected, but because I have no control over the State network, there's not much I can really do for them besides helping them as needed.</p>	<p>Update</p> <p>Update</p> <p>Update</p>
<b>Probate</b>	<p><b>Kathy Ayers, Register of Probate:</b> Like Bob said, we are</p>	<p>Update</p>

	<b>Discussion</b>	<b>Action</b>
	working on getting people in here on the 14 <sup>th</sup> , 15 <sup>th</sup> , 16 <sup>th</sup> , 17 <sup>th</sup> and 18 <sup>th</sup> . Justice Libby will be doing some in house hearings. We have a sign on the door, and a mask is required in order for people to be in the same room with her. We have a couple of weeks to get ready.	
<b>Sheriff/Corrections:</b>	<p><b>Sheriff Mason, Corrections:</b> We have 100 inmates at the jail, which is still less than what we normally carry. All the staff is doing well. We had a promotion; Kristopher Huggins who was the evening shift Corporal, was promoted to the evening shift Sgt. We have oral boards for the vacant Corporal position, tomorrow. We have several qualified individuals applying for that position.</p> <p>We will see our inmate population grow as things open up.</p> <p><b>Sheriff Mason, Law Enforcement:</b> There have been some protests at the State House; myself, the Chief and Lt. have all been involved. The protests have been going very well and the protesters have been very civil and well behaving. Having said that, with the situation that occurred in Minneapolis, there is an expectation of some sort of protest taking place here in the Capital City. It is already happening in Waterville and Portland.</p> <p>Calls for service remain about the same; domestic violence calls are up due to Covid.</p> <p>We have a new K9 that we purchased with the grant from the Stanton Foundation. His name is Brock, who is a 14 month old German Shepherd; he cost \$8,000. We are really excited about moving forward with this.</p> <p>Jordan Gaudette, who is a Sgt. From Hallowell PD, he is applying for the open position from when Deputy Cain resigned. Sgt. Gaudette is a four and a half year law enforcement veteran. Once we fill that position, we will be fully staffed under our current budget.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
<b>Project Updates</b>	The work is done over at the Courthouse	Update

	<b>Discussion</b>	<b>Action</b>
<b>Old Business/ Follow Up Items</b>		
<b>Warrants</b>	June 2, 2020	Signed
<b>Change of Status</b>	New hire, termination, step increases	Signed
<b>New Business</b>	20-17) Motion and second to extend the MRS contract by two years	3 in favor 0 opposed
	20-18) Motion and second to renew the MDEA contract	3 in favor 0 opposed
<b>Executive Session</b>		No Action Taken
<b>Miscellaneous</b>	None at this time	
<b>Adjournment</b>	Adjourned at 1:50 pm	3 in favor 0 opposed

Terry York, Assistant Administrator