

KENNEBEC COUNTY CO KENNEBEC COUNTY COMMISSIONERS MEETING

AGENDA

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DATE: August 7, 2018

WORKSHOP: 11:00 am

CALL TO ORDER: NOON

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: July 17, 2018

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.

FOLLOW UP ITEMS

Step Up Program – Sheriff
Restitution KIOSK – Diana Murphy
Deeds open house

NEW BUSINESS

- 19-03) Motion and second to award the air conditioning bid for the server room as recommended by Systems Administrator Dave Hawke.
- 19-04) Motion and second to sign the Byrne Grant.

PUBLIC COMMENTS

EXECUTIVE SESSION

ADJOURNMENT

	Discussion	Action
	<p>position left to fill in addition to her Programs Coordinator position. Our Community Services Officer has given his resignation as well, so we will be posting that position as well.</p> <p>I've been assisting with the new payroll management system, guiding people through getting their emails setup. Chairman Nancy Rines: Would this be the second payroll? Terry York, Human Resources Manager: Yes, this is the second payroll with payroll management and it's going well. Chairman Nancy Rines: No complaints, yet? Terry York, Human Resources Manager: No, not on that aspect of it. I did have one complaint from an employee whom I had asked for an email address, and had changed it three times. Aside from that, things are going well; it was a good move. Chairman Nancy Rines: And everyone is being cross trained? Terry York, Human Resources Manager: Tracie is being cross trained, and I know how to maneuver my way around, but I don't enter payroll. Chairman Nancy Rines: That was one of the big pushes for going with a payroll service, was to cross train. Terry York, Human Resources Manager: Yes it was. Chairman Nancy Rines: Peter can you tell how many people have not signed up for portal access? Terry York, Human Resources Manager: Yes, we can go in and look at who hasn't; we have full access to the system. We can go in to each employee's profile and it will say on the bottom if they are active or available. Some email invitations are going directly to people's spam accounts, so it is important to check your spam folder.</p>	Update
Treasurer	<p>Richard Davies, Treasurer: We finished the last fiscal year in good financial standing, with \$2.5 million cash plus \$1.5 million in the investment pool. This leaves us in a good position should any financial problems arise; we can draw on it quickly if we needed to.</p> <p>We did send out the tax letters to the municipalities last week. Probably within the next couple of weeks, we will start seeing checks, particularly from some of the smaller communities as the interest rate they are earning on their money is so low.</p>	Update Update

	Discussion	Action
	<p>Peter Dunn, Finance Director: The FY17 audit financial report is available. At our next pre meeting, I will go over some of the highlights and get into detail regarding the fund balance and the history of the jail since 2009, to get you up to speed with that.</p> <p>Chairman Nancy Rines: Is there anything in particular in that audit that we should have a heads up on? Peter Dunn, Finance Director: No, it's pretty standard stuff. I would still like Mr. Smith to come in and speak with you. Bob will have to arrange that, but it might be this fall before he can get here; but I can certainly provide you the highlights.</p> <p>We're in our second payroll with Payroll Management; things seem to be going well with it. We have had comments from some people regarding getting on the portal; we will work at it. I believe we have half of the staff now enrolled. I sent out an email blast to all staff last Friday telling people to please try to get on as soon as you can, and to take their time and the follow instructions.</p> <p>I clarified on the W4 form, which is the form that we all fill out for income tax withholdings as we have been getting several inquiries regarding it, and I think I clarified how it should work. Short of a life change, in other words if there is a change in your marital status, or you have a reduction or increase in dependents, when those circumstances occur, you can come in and change your withholdings anytime you wish. Frequent changes on your withholdings will no longer be allowed, and may be changed once every calendar quarter, so that it does not overwhelm us. We have some people that have been coming in frequently to change their withholdings and it's posing difficulties for the staff. I felt that was a reasonable settlement to the issue. I haven't heard anything back from anyone, so I am assuming that the staff is in agreement to that. Chairman Nancy Rines: There are no budget issues that we know of? Richard Davies, Treasurer: Not that I am aware of. Peter Dunn, Finance Director: No, we've had two clean up warrants and I expect we will have one</p>	<p>Update</p> <p>Update</p> <p>Update</p>

	Discussion	Action
	<p>more before we completely wrap up FY 18. Richard Davies, Treasurer: Those will consist of late bills that come in. Peter Dunn, Finance Director: We have historically now for several years, run three warrants after the end of the year that relate back to the prior fiscal year. Chairman Nancy Rines: Will that \$2 million cover anything that's in there? Richard Davies, Treasurer: Yes, may times over I suspect. Chairman Nancy Rines: Was the \$2 million an anticipated carry over? Richard Davies, Treasurer: I think that's pretty solid information. We know that the investment pool was \$1.5 million and the cash position, if it's not exactly on, I think it's within a very small margin.</p>	Update
Deeds	<p>Beverly Bustin-Hatheway, Register: My predictions were correct, we had \$978,772.99 for the total year end, and \$880,000 was budgeted. Chairman Nancy Rines: So what does happen with that? Beverly Bustin-Hatheway, Register: The county gets \$978,772.99 and \$1,854,000 total gets paid to the state.</p> <p>I'm waiting for Jimmy so we can have the open house in either August or September.</p>	Update Update
District Attorney	Excused	
EMA	<p>Sean Goodwin, EMA Director: We've been improving on the generator performance which is coming along well. It can now handle the load that this building has. It's a lot of small "tweaking", nothing big that costs a lot of money.</p> <p>Our FEMA corps people who are stationed down in the basement, are about to present a plan to us for our commodity points of distribution for Kennebec County. Chairman Nancy Rines: What does that mean? Sean Goodwin, EMA Director: Basically commodity points of distribution places are if we ever had a big calamity here in the county, and we had to give out MRE's, water, ice and such, these would be the places where the civilians would go. There's one in Waterville, Augusta, Winthrop and one down the interstate in West Gardiner. You have to have so much room to be able to bring in tractor trailers and things of that nature; as well as have the people be able to</p>	Update

	Discussion	Action
	<p>drive in, open their trunks, get the stuff and leave. They are also used for mass medicine dispensing. FEMA is redoing our plan and should be done today, and will move on to a different county. Chairman Nancy Rines: Are they approving the plan? Sean Goodwin, EMA Director: They're not approving the plan, they are writing the plan and will present it to us, and together we will "iron" things out to the way we like them and then they will re-write it. Hopefully we won't have to use it; if we do, that means we have some really serious problems. Chairman Nancy Rines: It's great to have it in place. Where is Augusta's? Sean Goodwin, EMA Director: At the Civic Center.</p>	Update
Facilities	<p>James Saucier, Facilities Manager: The plywood I ordered for Beverly's table is 10ft long, which is basically a special order. They've brought it four times, there have been big scratches in it, and when you do something in black, or shiny, it will magnify it 100 times. I'm going to pick the sheet up tomorrow to ensure it doesn't get scratched. Chairman Nancy Rines: Where do you have to go to get that? James Saucier, Facilities Manager: A lumber yard in Saco. They specialize in specialty sizes; a normal sheet is 4x8, we need a 4x10.</p> <p>Half of the staff has completed the Hazardous Communication training.</p> <p>In regards to the parking lot paving, I have to coordinate with the garden crew because I need the tractor when I cut the pavement to take care of the pavement that I peeled up. Chairman Nancy Rines: How much are you going to do? James Saucier, Facilities Manager: Any part of the pavement that could potentially be harmful. I could get a price for the whole parking lot, and go with the city's bid. Last year was \$60 a ton for the city bid; it cost me between \$110 & \$120 a ton. \$60 a ton wasn't a bad price; they come in and put it down, but I can get a price if that's what you're interested in. Chairman Nancy Rines: It makes sense to at least get a price, especially with yours, Jason's and Isaac's labor cost too. So you will be talking to Bob about getting a bid? James Saucier, Facilities Manager: Yes</p>	<p>Update</p> <p>Update</p> <p>Update</p>

	Discussion	Action
<p>Information Technology</p>	<p>Dave Hawke, IT: Everything's going good downstairs. We're doing a lot with IMC because they're setting up a new system at the dispatch center. They are switching over to Spillman.</p> <p>Chairman Nancy Rines: Didn't they do that once before? Dave Hawke, IT: Yes, when they took over, they wanted their system to have one dispatch console and was supposed to dispatch to both systems, but you can't do that; the databases are totally different from each other. Now they are going to go with Spillman, which I believe they have part of it running, and they're going to try to do the same thing all over again.</p> <p>Chairman Nancy Rines: How does that affect us? Dave Hawke, IT: It will because the database in the IMC system is much more embellished, there's a lot more to it; all the names can be searched in different ways. Sheriff Ken Mason: It's a problem in regards to data; because the X-Wave system doesn't talk to IMC, we can't house or retrieve that hard data that we need. For instance, how many burglaries did we have in Albion in 2017? If the information is added properly, you can retrieve that information rather quickly. But because we can't get it entered properly, we can't get good raw data. Dave Hawke, IT: The reason we chose IMC back in 2004 was because of its ease of accessibility and has fire and jail systems, along with accounting in it. It's a very nice system; the Sheriff will back me up on that. Other systems don't have those options; how can you dispatch to one system that's quite archaic to one that's as nice as IMC; you can't do it. Chairman Nancy Rines: Who does use IMC now? Sheriff Ken Mason: There are a lot of agencies that use it; Augusta PD, Gardiner, Monmouth, Winthrop, we do, Waterville, Oakland; it offers a lot more than Spillman.</p> <p>Chairman Nancy Rines: Who uses Spillman? Dave Hawke, IT: I had Spillman here, but we abandoned it because it didn't do mobile data very well and they couldn't transfer the data to the new Spillman database. Chairman Nancy Rines: My question is who uses Spillman now and how would that affect us? Dave Hawke, IT: I don't have the numbers on that; Winthrop uses some of it, and State Police just bought it.</p>	<p>Update</p>
<p>Probate</p>	<p>Kathy Ayers, Register of Probate: We are \$25k over estimated</p>	

	Discussion	Action
	<p>revenues, which is a lot for us. I haven't seen you since the last Registrars meeting. We have a lot to do before next July.</p> <p>Chairman Nancy Rines: We were talking about re-writing the probate codes. Kathy Ayers, Register of Probate: The codes are done and we have to now figure out how we are going to work it. We're working on forms, procedures; the judges are learning about assisted decision making. Chairman Nancy Rines: What is that? Kathy Ayers, Register of Probate: You can name someone to make decisions for you if you become incapacitated, or they are helping you. It's a whole new world in the guardianship realm. It will be the least restrictive guardianship, instead of the full guardianships which work great if we have community help, but will be a culture shift with the judges, the disability rights center. We have been approached recently by Legal Services for the Elderly and they want to know how this is going to pan out. Chairman Nancy Rines: Will you provide us with information regarding what exactly is in the code, and what changes you have to make? Kathy Ayers, Register of Probate: Yes, it is huge. One of the big issues is the shortened time on a temporary guardianship on a child and adult, our responsibility to get notice to someone is 48 hours on an adult and minor. And that turnaround is going to be problematic; I fought against that but the Disability Rights Center of the world was there; it's just the practicality of it. Getting a judge in to appoint a visitor, getting the visitor out and getting the person served within 48 hours is really going to be tough. Visitors are going to have to be trained more and more specific. In Kennebec County, we are blessed as we have the former head of the VA who's one of our attorney's, we have social worker attorneys and we have psychiatric nurses who are retired and do this for us.</p>	Update
<p>Sheriff/Corrections:</p>	<p>Sheriff Ken Mason: Corrections: The jail population is at 120 inmates; that is very low. That includes the seven inmates we are housing from Penobscot to help relieve their overcrowding and burden that they are facing right now.</p> <p>The patrol division is doing well; things have been reasonable.</p>	<p>Update</p> <p>Update</p>

	Discussion	Action
	<p>We are preparing for this evening's move of the wall; all hands on deck.</p> <p>I'm going to touch briefly on the chiller that we discussed. I will be working with the county administrator to get this done. If it fails, I don't want to have to board out 120 inmates because we can't cool the air. Chairman Nancy Rines: Does this existing unit not tie into Sieman's? Sheriff Ken Mason: Corrections: Yes this was made up by Jason Stonier. Chairman Nancy Rines: Based on what Dave Hawke was saying, do we want to? Sheriff Ken Mason: This is the chiller; it's the AC unit that is on top of the jail. James Saucier, Facilities Manager: I can answer some of that for you. What happens is they actually have to go up on the roof and shut stuff down. So when they put the new one in, all the valves can be shut off from the computer, which I believe 95% of the jail is done on the computer to control the system. This way, it's all automated rather than having to go up on the roof to shut things down. Sheriff Ken Mason: This is just a little bit of information; we are working on an RFP to get it done. Chairman Nancy Rines: We don't have an RFP yet. Sheriff Ken Mason: No, I'm working on it. So you're aware, Commissioner Crockett, the Captain, the Lieutenant, the Staff Sergeant at the jail, have nearly completed an RFP that is for our facility. The will be completed and on the County Administrator's desk on his return from vacation.</p> <p>Chairman Nancy Rines: Whose inmates are we boarding? Sheriff Ken Mason: Penobscot and one from Hancock, who's going back. Chairman Nancy Rines: Do we have any of ours boarded anywhere? Sheriff Ken Mason: Mr. Marble is at Cumberland because his venue changed for his trial, which is ongoing right now; that's for the double homicide in Manchester on Christmas Eve two years ago. We do a swap, so it's a wash. Chairman Nancy Rines: In terms of Programs with our Programs Director leaving, how are you dealing with that? Sheriff Ken Mason: We're on top of it. We have very qualified</p>	<p>Update</p> <p>Update</p> <p>Update</p>

	Discussion	Action
	<p>people within our facility that have been there for a long time, and understand the position, but we have to go through the process of posting it, as it is a union position. Chairman Nancy Rines: Do we have people applying? Sheriff Ken Mason: We just posted it, so I'm not sure who has applied for it yet because nothings closed. I won't look at it until it's closed. Terry York, Human Resources Manager: I can add to that. Jess did say that she would stay in that position and help out in the other position occasionally, but she would do this position part time until someone was hired. Sheriff Ken Mason: She's not going to bail on us completely. We have a lot of programs, including our garden project, which is growing out of control right now.</p> <p>In regards to RCC, our system doesn't talk to their system. We cannot get our good raw data, like Dave brought up, when they put notes in a call, the officers are not getting that information, and that's an officer safety issue. Our radio system is terrible; the portables are terrible. I'm in the process of getting that fixed, by getting quality portable radios. I am trying to move away from RCC and it's not because of the service or the people, it's because of the data and the lack thereof. I'm thinking of going to Augusta and have them dispatch for us. They're on IMC and talk our language. When they enter something, it's perfect. But that's what I'm working on. I'm worried about the safety of our fellow employees and the lack of communication. Chairman Nancy Rines: The last time we were involved in that discussion, the issue really became what we were going to do about the towns. Sheriff Ken Mason: Each town that uses RCC, pays a particular amount of money for State Police dispatch and Kennebec County dispatch. My proposal is, that we are going to talk to those towns that give money, and they can continue giving their money for the State Police dispatch, but the money for Kennebec can come to us and help pay for Augusta PD to dispatch. They need an employee and a half. Chairman Nancy Rines: I thought the equipment was the big cost, not the employee cost. Dave Hawke, IT: To tie us to anybody's IMC, is a real easy thing to do; including Augusta, and can be done in one afternoon.</p>	Update

	Discussion	Action
	<p>Sheriff Ken Mason: I'm not doing anything without conferring with Dave first. Chairman Nancy Rines: Is there anything that the state has that would prohibit this? Dave Hawke, IT: No. Initially RCC had IMC, it wasn't until a few years later that they got into the XWAVE and when it happened, the data wasn't getting filled into the database because they can't communicate with each other. It doesn't have the capability to put the data into the proper areas. The Sheriff has a personnel safety issue that has been going on. Chairman Nancy Rines: I remember all this and it wasn't supposed to turn out this way. If it had turned out the way they anticipated, this would not be an issue. We're still fighting about the same thing; the state looks out for the state. Why are thinking of dispatching through Augusta and not us doing the dispatch, like we used to? Dave Hawke, IT: Augusta uses IMC; they dispatch from IMC, so if they couple into our system, and they put a narrative in, it's going to show up on their NDT's in their vehicles. James Saucier, Facilities Manager: What happened was they never had enough personnel to keep the dispatchers going here, and I think that's why they got right out of it. Chairman Nancy Rines: And then they had to upgrade the console and that was a huge amount of money. Terry York, Human Resources Manager: We also don't have the space anymore. Chairman Nancy Rines: Well good luck, Ken, we'll look forward to the next chapter. Sheriff Ken Mason: We will need your help; I think with the amount of towns we have that actually pay in, it's just going to cover itself and give us better protection for our people out on the street, as well as more information for them.</p>	Update
Project Updates	None at this time	
Old Business/ Follow Up Items	None at this time	
Warrants	July 17, 2018	Signed
Change of Status	New hire, termination, step increases	Signed
New Business	None at this time	
Executive Session	None at this time	
Miscellaneous	None at this time	

	Discussion	Action
Adjournment	Adjourned at 1:00 pm	3 in favor 0 opposed

Terry York, Assistant Administrator