

**KENNEBEC COUNTY CO KENNEBEC COUNTY COMMISSIONERS MEETING**

**AGENDA**

**AGENDA**

**AGENDA**

**DATE: July 19, 2018**

**WORKSHOP: 11:00 am**

**CALL TO ORDER: NOON**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES: July 3, 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

Information regarding county investing - Treasurer

**NEW BUSINESS**

**PUBLIC COMMENTS**

**EXECUTIVE SESSION**

**ADJOURNMENT**

## Commissioners Minutes

July 3, 2018

**Present:** Chairman Nancy Rines, George Jabar, Commissioner, Patsy Crockett, Commissioner, Robert Devlin County Administrator, Terry York, Assistant County Administrator, Peter Dunn, Finance Director, Sean Goodwin, EMA Director, Sheriff Ken Mason, Beverly Bustin-Hatheway, Register of Deeds Richard Davies, Treasurer, Tracie Lesperance, Finance/HR Assistant, Dave Hawke, IT, Richard Wurpel, Jail Captain

**Absent:** Maeghan Maloney, District Attorney, James Saucier, Facilities Manager, and Kathy Ayers, Register of Probate

	Discussion	Action
<b>Call to order</b>	12:02 pm	
<b>Minutes</b>	Motion and second to accept the minutes of July 3, 2018.	3 in favor 0 opposed
<b>Chairman Nancy Rines</b>	I would like to note that the letters to all the towns and Unity Township will be receiving their town and tax assessment. I imagine those will go out today? <b>Robert Devlin, County Administrator:</b> Yes, as soon as you sign them; that's the notification, and then Peter sends a bill.	
<b>County Administrator</b>	<p><b>Robert Devlin, County Administrator:</b> It's Summer, next week or the following week, I'm booked for vacation, but not going anywhere, so I will be available and if the Legislature comes in, we'll see.</p> <p>I will be talking to the department heads regarding the Opioid suit; there's a huge volume of information that we are supposed to get. There's alot stuff from the jail; we have a lot of data based on CARA, so I think our task may be easier than other counties.</p> <p><b>Chairman Nancy Rines:</b> Is there any other department that would have information? <b>Robert Devlin, County Administrator:</b> Probate; a lot of it is finance, law enforcement; we don't run a medical facility, where other counties run hospitals, so they would report on all the cases they would have. On the whole, there is a large volume of information; seven years of information.</p> <p>The video company is coming in August to update some of our videos. I've been working with them.</p>	<p>Update</p> <p>Update</p> <p>Update</p>

	Discussion	Action
	<p>I've been looking at renewing our electrical contract for another 3 years. The electrical rates are actually coming down.</p> <p>We received funding to replace the chiller at the jail. I will have an estimate of what it is going to cost; I'd like to be proactive and replace it before it fails. <b>Chairman Nancy Rines:</b> We don't need a vote to move on that? <b>Robert Devlin, County Administrator:</b> No, it will be an RFP and then you will award the RFP. I will get in touch with Ken Whitney to get an estimate for the cost and for him to help with the specs, and oversee the job. <b>Chairman Nancy Rines:</b> This is a replacement, not an upgrade? <b>Robert Devlin, County Administrator:</b> It's a replacement. <b>Chairman Nancy Rines:</b> In terms of the jail bill at the legislature, where does that stand? <b>Robert Devlin, County Administrator:</b> The Governor has vetoed jail bill, LD924, for \$12 million. They mentioned that we are page 137 of the bill. There is a lot of state functions inside that bill; so I would imagine that the veto will be overridden. The LD1490, which is the additional \$6 million, is still there; we shall see.</p>	<p>Update</p> <p>Update</p>
<b>Human Resources</b>	<p><b>Terry York, Human Resources Manager:</b> I'm doing three orientations on July 9<sup>th</sup> for new hires at the jail. I just received three applications; two of them are for fulltime, one of which is already certified, and a part time application, and that officer is certified as well.</p> <p>We hired Matthew Plourde, as a legal secretary, who replaced Cheryl Tims at the DA's office.</p> <p>I am still correcting emails for the self-service portal for the Pay Entry; hopefully everyone will get online with that soon.</p> <p>Devon Parson's from IT has another degree in Cyber Security, and received a Certificate of Achievement from UMA as a distinguished Post baccalaureate Cyber Security student award, for his outstanding work that he's been doing for us.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
<b>Treasurer</b>	<p><b>Richard Davies, Treasurer:</b> The county finished the fiscal year with \$3 million in cash and \$1.5 million in the investment pool.</p>	

	Discussion	Action
	<p>We have continued to stay in a very sound financial position throughout the fiscal year. <b>Chairman Nancy Rines:</b> The \$3 million will roll into next year's budget, correct? <b>Richard Davies, Treasurer:</b> Yes. <b>Peter Dunn, Finance Director:</b> Yes, it rolls over. It's a snap shot of what's in our bank.</p> <p>The auditor financial report is complete. <b>Peter Dunn, Finance Director:</b> I do typically put together a presentation to you regarding fund balance and the breakdown of it. I would like to do that at one of the upcoming meetings. <b>Chairman Nancy Rines:</b> First meeting in August? <b>Peter Dunn, Finance Director:</b> Ok.</p> <p><b>Peter Dunn, Finance Director:</b> This is our first payroll using the payroll service provider. It's going along pretty well; we had great success yesterday entering data into their system. Sandra and Tracie were simultaneously inputting data, and that seemed to work fine. We've spent this morning reconciling what we input into their system to all the time sheets that we accumulate; particularly the jail and the sheriff's office. We did tie out; it was a little of a hurdle. We had to find the right report from them to match up. We're at a point now, we are waiting for a couple of pieces that they need to fix; a couple of items for two employees, and they are in the process of fixing those. We should be on course for Thursday morning to finalize the payroll and commence with the wire transfer, to transfer the money over. That all needs to be done by noon time on Thursday. I see no reason why we can't meet that deadline. I know not all the department heads are here, but I do want to particularly thank the Sheriff's office and the jail, because part of this process is getting the time sheets from particularly those two departments to us quickly. For this first go around, they were very timely in doing that, so I would like to thank those two departments and their particular designees for really getting the information to us quickly. That is a pattern that will have to continue, if we want to get this out in a timely manner because we will reach a point</p>	<p>Update</p> <p>Update</p> <p>Update</p>

	<b>Discussion</b>	<b>Action</b>
	<p>where the payroll service will want us to have everything on Wednesdays at 2pm. They have given us a brief reprieve for this quarter, so we can iron out the internal workings here so that we can meet that 2 O'clock Wednesday deadline. I feel pretty comfortable that we will be able to do that. <b>Chairman Nancy Rines:</b> The Sheriff and Jail Administrator are on board with that? <b>Peter Dunn, Finance Director:</b> We've talked to the staff in particular, the ones that are hands on; everyone's on board with it and understands the need and the time crunch. For the first time, everyone met it spot on; it just needs to continue every pay period. It is a very good system; I think we are all pleased with the way it presents itself. Its very user friendly and once we get used to it, I think we will it extremely easy to maneuver; far easier than Northern Data's payroll module.</p>	Update
<b>Deeds</b>	<p><b>Beverly Bustin-Hatheway, Register:</b> We were budgeted \$880,000, but came in at \$965,489.89, but the merchant account isn't in there because I couldn't access it. It's at least \$10-12 thousand more.</p> <p>Jimmy just delivered the old maps that came in that cardboard kind of paper and had it done through the surcharge to put on the wall so that people can see those early things, so they don't have to disturb what is preserved so those will be going up pretty soon. <b>Chairman Nancy Rines:</b> How's your table coming along? <b>Beverly Bustin-Hatheway, Register:</b> Jimmy has to put a piece of plywood over it because it's not smooth enough in order to put the pictures on it. <b>Chairman Nancy Rines:</b> What was budgeted for next year's budget? <b>Beverly Bustin-Hatheway, Register:</b> \$880,000</p>	<p>Update</p> <p>Update</p>
<b>District Attorney</b>	Absent	
<b>EMA</b>	<p><b>Sean Goodwin:</b> Working with Dave and the Sheriff on upgrading the radio and tower equipment on Quaker Hill in Sidney, project working out well so far.</p> <p>Newer tower in Gardiner, Libby Hill, almost on line, little more paperwork.</p>	<p>Update</p> <p>Update</p>

	<b>Discussion</b>	<b>Action</b>
	<p>Maine Emergency Management has released the funding numbers for FY-2018 Homeland Security Grant Program to the sixteen counties. Kennebec County will get \$118,645.04. This is \$7,179.70 more than last year, FY-2017.</p> <p>Our office in turn has let the towns and cities know that it's time to start pulling together requests for the 2018 funds. Request for equipment and or training.</p> <p>For two weeks in July we will have seven FEMA interns working with the EMA staff on projects such as planning and training and mapping.</p>	<p>Update</p> <p>Update</p> <p>Update</p>
<b>Facilities</b>	<p><b>Robert Devlin, County Administrator:</b> Jim says it's hot out!  <b>Chairman Nancy Rines:</b> What's the plan on paving the parking lot?  <b>Robert Devlin, County Administrator:</b> We haven't planned that yet. We paved half of it a few years ago. We might need to look at the other half in the near future. I know he will be doing some patching.</p>	<p>Update</p>
<b>Information Technology</b>	<p><b>Dave Hawke, IT:</b> Everything's going fine. We had a problem yesterday morning where someone locked themselves out of IMC and took care of that.</p> <p>Both air conditioners are running full tilt and keeping the temperature within reason; staying below 80. <b>Chairman Nancy Rines:</b> Bob had mentioned getting a chiller for your space?  <b>Dave Hawke, IT:</b> We've got an old unit that has been in there for quite a while and we have a fairly new one that's been there approximately four years. It's the biggest you can put in the ceiling; 40,000 BTU's. That is running constant, along with the other one. We should be around 70 degrees, but we are a little bit hotter than that. The trick is that if any one of those quit, the temperature goes up in a hurry, and once the temperature reaches 100 degrees, the servers will shut down automatically.</p>	<p>Update</p> <p>Update</p>
<b>Probate</b>	Absent	
<b>Sheriff/Corrections:</b>	<b>Sheriff Ken Mason: Corrections:</b> We have 134 inmates; last week we were at 126. We have 69 out with Maine Pretrial.	Update

	Discussion	Action
	<p><b>Chairman Nancy Rines:</b> Does that help our overtime? <b>Sheriff Ken Mason:</b> It doesn't hurt it. <b>Richard Wurpel, Jail Captain:</b> The problem is the physical facility, even if there are ten inmates in a unit/block, you still have that amount. <b>Sheriff Ken Mason:</b> The CARA program is moving out of phase one, this coming Monday. They still have a lot of work ahead of them, and are doing extremely well. We have some out working and earning a living now, so that when they do get out, they will have something to go back to. <b>Chairman Nancy Rines:</b> Is prerelease helping them get those jobs? <b>Sheriff Ken Mason:</b> No, our programs staff goes out and tries to find organizations that will allow our people to work there. I think what will help us out too, is that we currently have a work crew that has been working with the city of Augusta. <b>Richard Wurpel, Jail Captain:</b> They are working most of the week with the city of Augusta helping with the cemeteries and the Buker Center; they've helped out in a bunch of areas. There's actually enough work for them to work every day. We do work in other cities also. We have one work crew that goes to Gardiner; the second work crew has been doing everything with the city of Augusta and has also gone to other communities: Clinton, Waterville, however, the majority of the requests, the cities are pleased to have them. This may be able to be a year round program, which is what I am hoping for. So if you figure there are roughly 128 inmates inside, and there's probably anywhere from 7-12 inmates that are working during the day in that program.</p> <p>We are working on putting video phones in the blocks.</p> <p><b>Richard Wurpel, Jail Captain:</b> We have two amendments/contracts that need to be signed. One is for CHP, our Correctional Health Partners; they became involved with our Alternative Sentencing program. We ran a pilot program last year, and that worked out really well. It made a big difference having them there. They were able to finalize the cost; originally it came out to be roughly \$1800, you happened to sign off on that; we did really well with it. This year for FY19, the cost for</p>	<p>Update</p>

	Discussion	Action
	<p>the regular budget and the cost for the step program, it has to be signed off on also. It has gone up from \$1800 to \$2400. It is certainly, within my estimation, well worth having them there at the program. Our next program is in August. I have two copies of that contract that would need to be signed; it's an amendment to the contract. That will be sent off to CHP, they will sign off on it and send us a copy back with our signatures on it.</p> <p>The second amendment is from Crisis and Counseling, our mental health providers. Last year, their contract had expired and we had asked them to do a one year contract, which they did, and that's expired. We have been talking about putting out an RFP for Integrated Health Services, but in the meantime, to continue on with that, there's an amendment that would have them continue on and work under that same contract. That contract is flat lined, there's no increase for FY19 to continue on with that. I did meet with both vendors and they're both well aware that we are looking to RFP and they are more than welcome to apply for this position. <b>Chairman Nancy Rines:</b> So is this the same as going month by month? <b>Richard Wurpel, Jail Captain:</b> There is a provision in the contracts when we originally do them stating that during that 60 day time period that by the end of the fiscal year if we want to continue on and carry it over; it gives them the option if they want to increase the price. CHP increased their price only because there was a cost factor. Crisis and Counseling is flat lined, they aren't going up. In accordance with section 1.2, additional terms, the parties agree upon termination of initial term, the agreement shall automatically renew for two additional 24 month terms. If we never put an RFP out, it would just carry itself over. <b>Chairman Nancy Rines:</b> So we're not signing a contract for four more years? <b>Richard Wurpel, Jail Captain:</b> No, we are signing an amendment that says we want to continue on with the services in lieu of a contract; and we will go by the contract that is in place now that expired FY18. <b>Robert Devlin, County Administrator:</b> Is there an out? <b>Richard Wurpel, Jail Captain:</b> There is. It's in the contract. I believe CHP is 90 days' notice, but you can do it 30-90 days. When we did a one year</p>	<p>Update</p> <p>Update</p>

	Discussion	Action
	<p>contract with Crisis and Counseling last year, it backed off to a 60 day notice. There is an out in both contracts with no repercussions. <b>Robert Devlin, County Administrator:</b> So we are extending Crisis one year? <b>Richard Wurpel, Jail Captain:</b> Yes, because it was a one year contract. We are just extending that contract. If at this time next year, we don't have another vendor, or don't put an RFP out, we will be talking about this again. <b>Chairman Nancy Rines:</b> This is something I had talked to the Sheriff and the Administrator about last year, I felt very strongly that it should go out to RFP and there wasn't time last year to do this. And this time, we have run into crunch time again. I did speak with them about it before this meeting and the one year is what he has come up with. I think he is doing the best he can do to come up with a one year, but I think that in the length of time that they've had, there should have been an RFP that went out. If we can get it for less money, from someone that is just as qualified, then I think we should be doing that. I really can't support this as it is. <b>Patsy Crockett, Commissioner:</b> Where are you at with an RFP? <b>Robert Devlin, County Administrator:</b> We have an RFP, we just got it a couple of months ago. <b>Chairman Nancy Rines:</b> So when do you think that you would have ours drawn up? <b>Richard Wurpel, Jail Captain:</b> We could us this one, all you have to do is back off it because it's for a bigger facility, we don't need the amount of services. I would say within a 30 day time period. <b>Robert Devlin, County Administrator:</b> I think by fall we should have it re-edited and ready to go. <b>Chairman Nancy Rines:</b> Is that acceptable? <b>Patsy Crockett, Commissioner:</b> I can't support it as is. They have had a year to send out an RFP. <b>Chairman Nancy Rines:</b> And what they are saying now is that they will have an RFP out in early September. <b>Patsy Crockett, Commissioner:</b> And then it has to come back in and we have to approve it, so we're extending it at best it would be probably over 6 months. <b>Sheriff Ken Mason:</b> Perhaps we can hasten the length of time; get it done before fall. <b>Patsy Crockett, Commissioner:</b> I was thinking that if it came back in September, it would take us two to four weeks to vote on it, to get it approved. <b>Robert Devlin, County Administrator:</b></p>	Update

	Discussion	Action
	<p>We have to re-write it, and get it out in a period of time for them to respond and a period of time for us to respond. <b>Richard Wurpel, Jail Captain:</b> And it's a fiscal year, issue; it's not a calendar year issue. This is brand new starting July 1<sup>st</sup>, until next June. So this is for FY19. <b>Robert Devlin, County Administrator:</b> What we have is to give them notice to say we are getting out of the contract; so that's 60 days. <b>Chairman Nancy Rines:</b> I don't see how we could do it any quicker. <b>Richard Wurpel, Jail Captain:</b> This RFP would be for Integrated Health Care a company that can provide both medical and mental health. <b>Chairman Nancy Rines:</b> George, do you have any questions? <b>George Jabar, Commissioner:</b> I don't as long as we're on track and they do it and don't go another year. <b>Chairman Nancy Rines:</b> We need a motion to sign.</p> <p><b>Sheriff Ken Mason: Law Enforcement:</b> We have changed the payroll where we have gone paperless. The supervisors now input the deputies time into IMC. There were a few hiccups, but we will work through those. The Captain, Chief and I are working with corrections to do the same thing. Right now, they are practicing, as there are a number of employees. Sgt. Karlsson and SSgt. Goodchild are leading the rest of the supervisors to ensure they are on task.</p> <p>I have a forfeiture that needs to be signed for \$633. There are other defendants attached to this, those will be coming as they clear through the system. <b>Chairman Nancy Rines:</b> And this goes to the fund? <b>Sheriff Ken Mason:</b> It goes into the forfeiture account at the Sheriff's office. It's for law enforcement purposes only; we can't use it out of our regular budget.</p> <p>I would like to use up to \$2500 out of our federal forfeiture account to purchase challenge coins for the Sheriff's office that are specific to our Sheriff's office. <b>Chairman Nancy Rines:</b> What are they? <b>Sheriff Ken Mason:</b> They are little metal coins that can be given to the deputies who have done well for the community; it's a thank you from the Sheriff's office. <b>Chairman</b></p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>

	Discussion	Action
	<p><b>Nancy Rines:</b> Come to the next meeting with an example of them, how many you want to buy, and how much it's going to cost, so we have a little more information. We support the idea.</p> <p>The generator was installed at the Quaker Hill tower. EMA was kind enough to give us the money for that.</p> <p>Last Thursday and Friday APD held a cop camp for the kids at the Buker School. They invited us last year, and this year Kennebec took the boat to Cobbosee . Sgt. Estes gave a demonstration of diving; a great example of community policing.</p> <p>I have new contracts effective July 1st from MDEA, for Chip Woodman, and Todd Chilton. <b>Chairman Nancy Rines:</b> Are there any changes? <b>Sheriff Ken Mason:</b> I think the money is up a little bit. It's a wash. Do we need a vote to do this? <b>Robert Devlin, County Administrator:</b> Well it's a contract, so it's always a good idea to memorialize it.</p>	<p>Update</p> <p>Update</p> <p>Update</p>
<b>Project Updates</b>	None at this time	
<b>Old Business/ Follow Up Items</b>	None at this time	
<b>Warrants</b>	July 3, 2018	Signed
<b>Change of Status</b>	New hire, termination, step increases	Signed
<b>New Business</b>	<p>19-01) <b>George Jabar, Commissioner:</b> I will make a motion that we sign the extensions for the two providers. <b>Robert Devlin, County Administrator:</b> One is an extension, a one year contract and the other is an amendment for the Alternative Sentencing Program. <b>Chairman Nancy Rines:</b> I'm looking for a second on that motion. I will second it; all in favor. All against.</p> <p>19-02) Motion by <b>Commissioner Jabar</b> seconded by <b>Commissioner Crockett</b> to sign the contract with MDEA.</p> <p>19-03) Motion by <b>Commissioner Jabar</b> seconded by <b>Commissioner Crockett</b> to accept forfeited assets in the amount of \$633 in State v. Jordan Ascencio, Dalene Black, Jaime Brea, Jose Figueroa, Sergio Figueroa. Kidante Roberts and Emanuel</p>	<p>2 in favor Commissioner Crockett opposed</p> <p>3 in favor 0 opposed</p> <p>3 in favor 0 opposed</p>

	<b>Discussion</b>	<b>Action</b>
	Rocque.	
<b>Executive Session</b>	None at this time	
<b>Miscellaneous</b>	None at this time	
<b>Adjournment</b>	Adjourned at 12:35 pm	3 in favor 0 opposed

Terry York, Assistant Administrator