

KENNEBEC COUNTY CO KENNEBEC COUNTY COMMISSIONERS MEETING

AGENDA

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DATE: JULY 21, 2020

WORKSHOP: 11:00 am

CALL TO ORDER: NOON

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: July 7, 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

20-25) Motion and second to approve the interest rate of 8% to be charged on any outstanding balance of the first tax payment after 60 days, with the second payment due February 1, 2021 will be charged interest after that date.

PUBLIC COMMENTS

EXECUTIVE SESSION

ADJOURNMENT

Commissioners Minutes

July 7, 2020

Present: Chairman Patsy Crockett, Nancy Rines, Commissioner, George Jabar, Commissioner, Robert Devlin County Administrator, Terry York, Assistant County Administrator, Richard Davies, Treasurer, Cynthia Ferguson, Finance Director, Maeghan Maloney, District Attorney, Beverly Bustin-Hatheway, Register of Deeds, Sheriff Ken Mason, Chief Morin, Lt. Bryan Slaney, Sean Goodwin, EMA Director, Devon Parsons, IT,

Absent: Richard Wurpel, Jail Captain, Dave Hawke, IT, Kathy Ayers, Register of Probate, James Saucier, Facilities Maintenance, Tracie Lesperance, Finance/HR Assist.

	Discussion	Action
Call to order	12:00 pm	
Minutes	Motion and second to accept the minutes of June 16, 2020	3 in favor 0 opposed
County Administrator	<p>Robert Devlin County Administrator: We received a letter from the Town of Oakland expressing their discontent over the budget.</p> <p>The Deeds RFP has gone out.</p> <p>I have spoken to Dick regarding the Unclaimed Property and he is looking into that. There is a handful; usually there are a bunch from the Sheriff's Office and Deeds.</p> <p>We are hoping to have Mr. Smith, our auditor at the next meeting on the 21st.</p> <p>The Criminal Justice Committee is coming back in to hold some sessions. They are going to try to rewrite parts of LD973. I have been asked as an Administrator to take a look at it and make any suggestions concerning the tax cap.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
Human Resources	<p>Terry York, Assistant County Administrator: We had an orientation for Deputy Gaudett, and a new Corrections Officer yesterday. That brings us to 57 Corrections Officers at the Jail. We are still taking applications, but we are not hiring. When we have openings, we will contact the applicants.</p>	<p>Update</p> <p>Update</p>

	Discussion	Action
	<p>Tracie and I have done a lot of work preparing for, if you vote in favor of it, the HR audit. That has been going well.</p> <p>I will be on vacation starting at 4:30 today through the 22nd, and will be back on the 23rd.</p>	<p>Update</p> <p>Update</p>
Treasurer	<p>Richard Davies, Treasurer: The County remains in good financial condition. We have over \$2 million in the investment pool</p> <p>Cynthia Ferguson, Finance Director: Last week, at the end of the week, the auditors sent us a second draft of their audit report. I checked it against my requested changes and there was one thing that didn't appear to have changed at all, so I sent it back. Hopefully we will get the actual report.</p>	<p>Update</p> <p>Update</p>
Deeds	<p>Beverly Bustin-Hatheway, Register of Deeds: We took in \$119,540.81 this month. For the year, FY20, we took in \$1,129,458.68.</p>	<p>Update</p>
District Attorney	<p>Maeghan Maloney, District Attorney: The office is doing well; we are going to have grand jury next week. It will be interesting to see how that goes.</p> <p>We got new face shields, which will work well for the jury to have the ability to see faces and hear more clearly.</p> <p>As of today, Waterville is back doing arraignments in person, which is twenty five people at 8:30, twenty five at 10:30, and twenty five at 1:00. Next week, we will start in person arraignments here in Augusta, on Monday and Wednesday. Trials will be starting in September, so we are making sure that everything that can be settled, will be.</p> <p>We still have half of the staff in the office and the other half at home; we have team A and team B. Teams work every other day. All of the attorney's will be back on Monday, but we are asking them to find at least one day a week where they can work from home.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>

	Discussion	Action
EMA	<p>Sean Goodwin, EMA Director: Our two part time planners are still working from home. Art and I are coming and going.</p> <p>We replaced all of our stockpiles of protective clothing that we had. This is what we had traded with other counties, etc. So we are back to where we should be.</p> <p>We don't see this thing going away for a while.</p> <p>Other than the virus, everything is going well.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
Facilities	James Saucier, Facilities Maintenance: Bob, nothing is on schedule; Billy has been doing a good job.	Update
Information Technology	Devin Parsons, IT: Everything is going well; I assisted with data backups for Finance.	Update
Probate	Kathy Ayers, Register of Probate: Absent	
Sheriff/Corrections:	Sheriff Mason, Corrections: We currently have 112 inmates in our facility. We are seeing an increase with individuals with very severe mental illnesses. We had a few that were on constant observation; we are working with Riverview and the prison to get them down to IMHU, and hopefully they can help them.	Update
Project Updates	None at this time	
Old Business/ Follow Up Items		
Warrants	July 7, 2020	Signed
Change of Status	New hire, termination, step increases	Signed
New Business	<p>20-21) Motion by Commissioner Jabar seconded by Chairman Crockett to hire L Bouchard & Associates to conduct a Human Resources Audit. 2 in favor Commissioner Rines Opposed. Motion by Chairman Crockett seconded by Commissioner Jabar to reconsider article 20-21. 2 in favor Commissioner Rines Abstained.</p> <p>20-22) Motion by Commissioner Jabar seconded by Commissioner Rines to cancel the Spirit of America Awards for 2020 due to COVID – 19. 3 in favor 0 opposed.</p> <p>20-23) Motion by Commissioner Jabar seconded by</p>	<p>3 in favor 0 opposed</p> <p>3 in favor 0 opposed</p> <p>3 in favor 0 opposed</p>

	Discussion	Action
	<p>Commissioner Rines to proceed with the process of reimbursing the costs associated with the graduation of a Blue Pin from the MCJA prior to the lapse of 5 years in the amount of \$34,000 utilizing undesignated fund balance.</p> <p>Following Executive Session: 20-24) Motion by Commissioner Jabar seconded by Commissioner Rines to hire L Bouchard & Associates to conduct a Human Resources Audit. 3 in favor 0 opposed</p>	3 in favor 0 opposed
Executive Session	<p>Motion by Commissioner Jabar seconded by Commissioner Rines to go into Executive Session in accordance with 1 MRSA §405-6-D to discuss a contract. 3 in favor 0 opposed. Into Executive Session at 12:37 PM. Out of Executive Session at 1:00 PM.</p>	No Action Taken
Miscellaneous	None at this time	
Adjournment	Adjourned at 1:07 pm	3 in favor 0 opposed

Terry York, Assistant Administrator