

KENNEBEC COUNTY CO KENNEBEC COUNTY COMMISSIONERS MEETING

AGENDA

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DATE: SEPTEMBER 7, 2021

WORKSHOP: 11:00 AM

CALL TO ORDER: NOON

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES: AUGUST 17, 2021

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

03-25) Motion and second to adopt the Kennebec County Education Assistance Policy.

Follow Up Items:

Spirit of America

Contract Negotiations

Update on the financial condition of Civil

NEW BUSINESS

30-26) Motion and second to adopt the provisions of 5 M.R.S. § 18252-C as allowed by MainePERS Rule Chapter 803, as presented.

PUBLIC COMMENTS

EXECUTIVE SESSION

ADJOURNMENT

Commissioners Minutes

August 17, 2021

Present: Chairman Patsy Crockett, Nancy Rines, Commissioner, George Jabar, Commissioner Robert Devlin County Administrator, Terry York, Assistant County Administrator, Megan Dickey, Asst. HR, Richard Davies, Treasurer, Tom Dorr, Beverly Bustin-Hatheway, Register of Deeds, Diane Wilson, Deeds, Chief Al Morin, Lt. Slaney, Correctional Facility, D.A. Maeghan Maloney, Dan Brunelle, Facilities

Absent: Sheriff Mason

	Discussion	Action
Call to order	12:00 pm	
Minutes	Motion and second to accept the minutes of August 3, 2021	3 in favor 0 opposed
County Administrator	<p>Robert Devlin, County Administrator: New education policy was provided last week for review. There is another lease for Children’s Center for review as well.</p> <p>I have the local road assistance program paperwork for signatures.</p> <p>Discussion for a payroll warrant which we can look at or table until the next meeting.</p> <p>Unity road project is coming along – there was some additional damage found and we’ll need to move an additional funds for this project.</p> <p>Our usual snowplowing person may not be available this year and we will need to look at possibly finding another.</p> <p>Rescue plan funding is still being looked at and there is a contact that people can get in touch with. Anyone requesting funds must fill out an application for grant funding.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
Human Resources	<p>Terry York, Assistant County Administrator: Megan Dickey, Asst. HR: We have 3 corrections application for the next class in September. Orientation for Dep. Woods will be on Thursday.</p>	<p>Update</p> <p>Update</p>

	Discussion	Action
	<p>We've been notified of two Maine Dept. of Labor appeals for former employees which were found to be in the County's favor as the appellants did not appear.</p> <p>There are change of status for line staff that will need signatures. We received a letter of kudos from Education Dir. Tom Renckens at the jail for Jason Blanchard getting the systems up and running again at the jail.</p> <p>Terry York, Asst. County Administrator: There will be a motion on the next agenda to adopt the MEPERS legislation that was passed which allows people that have been employed for more than 5 years to join and it needs to be done by Nov. 1st.</p>	<p>Update</p> <p>Update</p> <p>Update</p>
<p>Treasurer</p>	<p>Richard Davies, Treasurer: There is a warrant for \$297,128.00 and one for \$84,010.00 with the majority of bills for jail body scanner, food, medical and Maine Pretrial along with Unity Rd projects. The General fund has \$1,514,000.00 all invested with Kennebec Savings Bank. The Recovery fund has \$1,187,800.00 also with Kennebec Savings Bank and the investment fund is down a bit from last meeting but still has substantial funds. We've also received about \$1million in tax payments from towns.</p> <p>Cindi Ferguson, Finance Director – we have been working with deeds and the DA's office in getting unclaimed property funds. Tracie worked with the state to get approximately \$2500 back from the former commissary vendor as well.</p> <p>The last FY21 cleanup warrant of \$15,000 is also available to sign. Jail revenue is now being distributed among the counties up front instead of the prior emergency funding. Kennebec will be getting \$2.1 million and the \$240,000 for the CARA program.</p> <p>We will be requesting a blanket approval for a bi-weekly warrant</p>	<p>Update</p> <p>Update</p> <p>Update</p>

	Discussion	Action
	for payroll only as the commissioner's meetings do not coincide with pay weeks that will not require a signature.	Update
Deeds	Beverly Bustin-Hatheway, Register of Deeds: All is going very well.	Update
District Attorney	Maeghan Maloney, District Attorney: Things are going well and we have trials which is all we want at this time. We are also working on the implementation of the domestic violence/sexual assault grant. Our new person just started two weeks ago so it's allowing us to begin. Several counties have gotten involved and will adopt the similar policies and procedures concerning domestic violence, sexual assault and elder abuse.	Update Update
EMA	Sean Goodwin, EMA Director: Our office is still supporting the pop-up sites through the county. The mitigation plan is coming along and we'll be presenting with MEMA in next few months. CDC has an offer of PPE but we are pretty well stocked and don't need any right now.	Update Update
Facilities	Dan Brunelle, Facilities Maintenance: I've provided a list of the current projects going on. The generator is being installed right now at the jail with gas piping. They are actually ahead of schedule and hope to have it done before winter. Securus is also installing new phone system items at the jail. I have two estimates right now for the doors at courthouse which will need to be replaced before winter. I'm setting up an inventory and accountability room with Billy as a weekly practice to keep better control of the tools we used daily. We'll also be setting up a tool van so it will be more time efficient to go to all of the county buildings.	Update Update Update Update
Information Technology	Devon Parsons, IT: The North Point update went very well at the jail.	Update

	Discussion	Action
	negative tests and if they test positive, they stay in quarantine block and are monitored. We've also had 2 vaccine clinics and are doing what we can to get anyone their 2 nd doses if they need it while incarcerated.	
Project Updates	None at this time	
Old Business/ Follow Up Items	3. Spirit of America 4. Contract Negotiations 5. Update on the financial condition of Civil	
Warrants	Signature of county Warrants	Signed
Change of Status	New hire, termination, step increases	Signed
New Business	<p>03-25) Motion to adopt the Kennebec County Education Assistance Policy.</p> <p>03-26) Motion to approve the Children's Center amended lease contract.</p> <p>03-27) Motion to approve \$11,000 in matching funds for the Unity Township Rd project.</p> <p>03-28) Motion to approve a blanket warrant for bi-weekly payroll payments.</p> <p>03-29) Motion to appoint Tom Dorr as Dep. Treasurer.</p>	<p>Tabled to next meeting</p> <p>3 in favor 0 opposed</p> <p>3 in favor 0 opposed</p> <p>3 in favor 0 opposed</p> <p>3 in favor 0 opposed</p>
Executive Session	None at this time	
Miscellaneous	Treasurer Dick Davies introduced Tom Dorr and requested to appoint him as Deputy Treasurer.	
Adjournment	Adjourned at 1:30 pm	3 in favor 0 opposed

Terry York, Assistant Administrator