

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

**AGENDA**

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**DATE: SEPTEMBER 1, 2020**

**WORKSHOP: 11:00 am**

**CALL TO ORDER: NOON**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES: August 18, 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**

**20-32)** Motion and second to adopt the MMA Workers' Compensation Safety Incentive Program Resolve.

**20-33)** Motion and second to award the bid for Plan Preservation at the Registry of Deeds.

**20-34)** Motion and second to accept a donation in the amount of \$400 from the Old South Congregational Church Outreach Team for the inmates at the Kennebec County Jail.

**20-35)** Motion and second to apply surplus funds from FY 2019 in the amount of \$86,602 to Capital Improvements.

**PUBLIC COMMENTS**

**EXECUTIVE SESSION**

**ADJOURNMENT**

## Commissioners Minutes

August 18, 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, Tracie Lesperance, Finance/HR Assist., Maeghan Maloney, District Attorney, Sheriff Ken Mason, Sean Goodwin, EMA Director, Devon Parsons, IT, Kathy Ayers, Register of Probate, Beverly Bustin-Hatheway, Register of Deeds

**Absent:** Richard Wurpel, Jail Captain, Dave Hawke, IT, James Saucier, Facilities Maintenance,

	Discussion	Action
<b>Call to order</b>	12:00 pm	
<b>Minutes</b>	Motion and second to accept the minutes of August 4, 2020	3 in favor 0 opposed
<b>County Administrator</b>	<p><b>Robert Devlin, County Administrator:</b> We have a bid opening for the Deeds project. Beverly and I will review the bid we have and get back to you.</p> <p>We talked at MCC about LD973 and there are some changes to it; there is various pockets of support, in addition, a piece of it creates a new County Corrections Counseling Committee and there is a bit of a controversy over membership and are they recreating the Bureau of Corrections.</p> <p><b>Commissioner Nancy Rines:</b> Have any other town's paid the municipal taxes? <b>Cynthia Ferguson, Finance Director:</b> Yes they have; Randolph and Vienna have sent theirs and they have sent one hundred percent of taxes owed. There are a total of four that have paid and Tracie has made a nice spreadsheet for me and I think it totaled \$1.3 million so far.</p> <p><b>Commissioner Nancy Rines:</b> Are there any updates on the solar farm project? <b>Robert Devlin, County Administrator:</b> I have to talk to Ralph and see what is going on.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
<b>Human Resources</b>	<b>Terry York, Assistant County Administrator:</b> We have been very busy starting to look at policies and creating an employee handbook. Tracie has been working diligently with me on that.	Update

	Discussion	Action
	<p>I have updated all of the job descriptions as far as making them ADA compliant to say “essential job responsibilities, Non-essential job responsibilities” which is really the old catch phrase of anything else that someone tells you to do. I have emailed them out to all of the departments and explained the change and asked them to distribute them to the employees to sign the acknowledgement page and return it to me. As soon as the handbook is ready, we will start passing that around.</p> <p>We have five interns that will be leaving to go back to school; so we will be hiring five more permanent Corrections Officers.</p> <p>I did an orientation with our new deputy, Nathan Johnson</p>	<p>Update</p> <p>Update</p> <p>Update</p>
<p><b>Treasurer</b></p>	<p><b>Richard Davies, Treasurer:</b> We have two warrants today; one is a final cleanup warrant for FY 20 for \$23,572 and the current year warrant is \$119,273 to include prepaid postage, jail food, pretrial and extension services.</p> <p><b>Cynthia Ferguson, Finance Director:</b> We are finished with FY20 warrants; and I have loaded the FY21 numbers and my numbers tie out with what I was given from the budget meeting.</p> <p>Sandra has been working really hard on paying the bills and doing payroll; and Tracie has been working with me on trying to work with the departments and get some more accounts set up and reconciled so that the information that they are getting is a little bit more detailed.</p> <p>RHR had mentioned that they have to audit payroll in more detail than they have, so I have a feeling the first thing they will do is take what we report to the IRS and tie it into our system. Getting the accounts more standardized and the ability to run reports will target the personal service costs.</p> <p>We have been working with the DA’s office on restitution.  <b>Tracie Lesperance, Finance/HR Assist:</b> I just wanted to take a moment and say how much I enjoy working with Diana, our</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>

	<b>Discussion</b>	<b>Action</b>
	<p>Restitution clerk. Prior to her taking the Restitution check writing process back, she and I worked closely together and she is amazing to work with and we are all very lucky to have her; she knows her stuff! <b>Robert Devlin, County Administrator:</b> And I would add that she also did the research and we are now able to accept credit card payments for Restitution and Supervision fees, through the InforMe Maine system; it is a big step. <b>Maeghan Maloney, District Attorney:</b> It's a huge step and I'm very grateful to Bob, Cindi, Tracie and Diana for making this happen because it took a lot of research and work. I know they just did a test run and we are waiting to see if it has hit the bank yet. It is not live yet because we need them to pay \$1 and have it actually show up in the bank account, but it hasn't shown up yet; but everyone is actively working to make that happen. <b>Cynthia Ferguson, Finance Director:</b> This is the same company that the State uses, so it gave us a certain level of comfort. We do our car registration renewals through that same system.</p>	Update
<b>Deeds</b>	<p><b>Beverly Bustin-Hatheway, Register of Deeds:</b> I just got back from vacation, but everything is going well.</p>	Update
<b>District Attorney</b>	<p><b>Maeghan Maloney, District Attorney:</b> We are still gearing up for trials in September; I am a little concerned because there was an article in the Bangor Daily that said defense attorneys will be objecting to trials because if the defendant will be sitting six feet from the defense attorney, they will be too far away to consult during the trial. If they do not sit six feet apart, then they are not following the guidelines.</p> <p>Things continue to go well in the office; people would rather be in the office than at home, but we are still following guidelines of social distancing, and wearing masks.</p>	Update  Update
<b>EMA</b>	<p><b>Sean Goodwin, EMA Director:</b> Our two part-time planners continue to work from home remotely; Art and I are keeping them pretty busy.</p> <p>We are starting to roll out the mitigation plan which is done every four to five years.</p>	Update  Update

	<b>Discussion</b>	<b>Action</b>
	We are still processing a lot of PPE orders for the different facilities in Kennebec County. The swab orders are up because in September, long term care facilities must test staff and all residents on a monthly basis.	Update
	The drought is continuing; it is getting bad every day. The further North you go in Maine, the worse things get.	Update
<b>Facilities</b>	<b>James Saucier, Facilities Maintenance:</b> Bob: the sprinkler system compressor is being moved this morning; we have a new compressor and it is being located to a different area. Dan from maintenance at the jail is fixing the door downstairs.	Update
	We have the engineer working on the specs for the generator at the jail; we will be able to go out to bid on that hopefully very soon because we are marching up against closing out our oil tank. There's very little oil in it; Dan has basically ran the generator and ran the oil down to a minimum amount.	Update
<b>Information Technology</b>	<b>Devin Parsons, IT:</b> Everything is going well; we are keeping busy with all of our projects.	Update
	We are working with China PD for their IMC install.	Update
	I am working with Bob to get the camera purchased for the Statue at the DA's office.	Update
<b>Probate</b>	<b>Kathy Ayers, Register of Probate:</b> We are doing most of our hearings by Zoom.	Update
	We also have our first refusal of services going on this week; Riverview has refused to do what a guardian has asked and this is a new part of the law. There will be a hearing on what should happen to this person at Riverview.	Update
<b>Sheriff/Corrections:</b>	<b>Sheriff Mason, Corrections:</b> We have 139 inmates with 13 that are going to DOC on Thursday; that will empty us out regarding DOC inmates.	Update
	I have the Community Corrections document that I need Chairman Crockett and Treasurer Davies to sign. It's last year's	Update



	<b>Discussion</b>	<b>Action</b>
	<p>Deputies responded to West Gardiner for a 26 year old subject that was at a residence of his former girlfriend having drug induced delusions. The subject was convinced that he had bugs crawling out of his skin and was actively digging at them. The subject admitted to using meth and some was found on him. He was taken to the hospital for medical treatment and is being referred for the drug diversion program.</p> <p>On August 11 Deputies responded to an OUI crash in Litchfield. The 58 year old driver was taken to jail after the investigation and charged with OUI. A 37 year old driver was taken to jail after being stopped and indication of alcohol were observed. The subject was charged with his second offense OUI.</p>	<p>Update</p> <p>Update</p>
<b>Project Updates</b>		
<b>Old Business/ Follow Up Items</b>		
<b>Warrants</b>	August 4, 2020	Signed
<b>Change of Status</b>	New hire, termination, step increases	Signed
<b>New Business</b>	20-31) Motion by Commissioner Rines, seconded by Commissioner Jabar to accept forfeited assets in the amount of \$1,161.18 in State of Maine v Prince Wainwright and Makeda Regis.	3 in favor 0 opposed
<b>Executive Session</b>	Motion by Chairman Crockett seconded by Commissioner Rines to go into Executive Session in accordance with 1 MRSA 405-6-A to discuss a personnel issue. Into Executive Session at: 12:56 pm. Out of Executive Session at 1:07 pm	No Action Taken
<b>Miscellaneous</b>	None at this time	
<b>Adjournment</b>	Adjourned at 1:08 pm	3 in favor 0 opposed

Terry York, Assistant Administrator