

Commissioners Minutes

August 7, 2018

Present: Chairman Nancy Rines, Patsy Crockett, Commissioner, 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, Kathy Ayers, Register of Probate, Dave Hawke, IT, Richard Wurpel, Jail Captain, Tracie Lesperance, Finance/HR Assistant, Maeghan Maloney, District Attorney, Robert Devlin County Administrator.

Absent: James Saucier, Facilities Manager, and George Jabar, Commissioner.

	Discussion	Action
Call to order	12:05 pm	
Minutes	Motion and second to accept the minutes of July 17, 2018.	2 in favor 0 opposed
County Administrator	<p>Robert Devlin County Administrator: We had the special day at the legislature; they did overturn the governor’s veto on both of the bills that funded the jails. You have the air conditioning bid today; we sent those out and got them back. Dave will give a report on those.</p> <p>The Sheriff and Captain will present an amendment to the deputy’s contract for the transportation unit for you to review and hopefully approve.</p> <p>We are working on getting the materials together to send to the attorneys for the opioid issue. The law firm from Auburn has offered to come and present on where we are.</p> <p>Chairman Nancy Rines: Has the funds been released to us for the jail? Robert Devlin County Administrator: The CARA funds have been released; the others are in the process of being reviewed. There are two pots of money for the jail. There was \$12 million in what they call bill 924. That bill funded all different areas of the state government; and that passed as an emergency. The \$12 million will be out through a formula based on each county’s population and distributed accordingly. The second bill, \$6 million, was not an emergency; so that sits</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>

	Discussion	Action
	because it won't be released until 90 days after the legislature adjourns. Kennebec County is okay; we have a fund balance that will take us a long way.	Update
Human Resources	<p>Terry York, Human Resources Manager: The last time I reported that Jessica Quinn, our Programs Director had resigned; she rescinded that resignation, so she's staying. We did have two other Programs Officer's leave: Andrew Millett has resigned and Darrell Bryant has been chosen to fill Officer Millett's position. Officer Letorneau is going to be on military orders and may be deployed once his training is completed. Joshua Allaire has been appointed to fill Officer Letorneau's position, for at least 6 months. Joseph St. Pierre was hired to fill the part time position at the jail. The other part time position, I had to advertise on our website and MMA's website as we didn't have anyone in house that was interested. I have had a couple of inquiries. Due to the vacancy in Deeds, we've posted for that and have had two in house applicants. Those postings both come down today.</p> <p>Chairman Nancy Rines: Are you doing exit interviews for everybody? Terry York, Human Resources Manager: I haven't done exit interviews; they were supposed to do them at the jail. Richard Wurpel, Jail Captain: I did them; Officer Letorneau was going for military leave, so we didn't do one for him. Chairman Nancy Rines: Who does that information go to? Richard Wurpel, Jail Captain: I can give it to Terry.</p>	Update
Treasurer	<p>Richard Davies, Treasurer: We have two warrants today; one was a cleanup from FY18, and one for FY19. Our current financial position is \$3.6 million in cash, and \$1.5 million in the investment pool. We are 11% through the fiscal year; we have received a little over \$2 million in taxes so far. Chairman Nancy Rines: Who's that from? Peter Dunn, Finance Director: Waterville, Winslow; there's \$1.3 million just from those two towns. Randolph has paid. I'd say a half dozen have paid, which is quick for the first week in August. Richard Davies, Treasurer: There will be one more FY18 warrant that will be coming along because of credit cards that were paid through June; we don't get the bill on that until a little bit later. The</p>	Update

	Discussion	Action
	<p>cleanup warrant is relatively small; it's a little over \$11,000 for jail board of prisoners; a little under \$28,000 for jail medical, \$35,000 for all other. The FY19 warrant is for a total of \$328,000; the significant items in there are \$69,700 in jail medical contracts, \$62,117 to the risk pool, \$25,400 to cover the cost of a new patrol vehicle; a little over \$17,000 for Maine Pretrial and a little over \$18,00 for worker's comp insurance. All others is a little over \$100,000. Patsy Crockett, Commissioner: I noticed there was \$22,000 for Crisis and Counseling and \$47,359 for health providers. Are those two separate accounts? Richard Davies, Treasurer: Those are separate, yes. Peter Dunn, Finance Director: They are two different vendors.</p> <p>Peter Dunn, Finance Director: Every year we need to report to the State of Maine on how we utilize 30% of the BOC money, which needs to be utilized for adult diversion. I have prepared the form, which requires your signature. Chairman Nancy Rines: Do the figures all add up? Peter Dunn, Finance Director: Yes they do. Robert Devlin County Administrator: We made another significant change to the jail funding law; how things are funded. What Peter is talking about is the Community Corrections money; 30% has to be spent on that. That was based upon the \$5.6 million that was given to us for a couple of decades. We used 20% of that, and we agreed that we could go to 30% of the \$5.6 million. When they went and gave us \$15 million, they didn't change the language, so it was 30% of \$15 million, which turned a few counties upside down. This session, we put language in that said the 30% is based upon the \$5.6 million; and its \$1.7 million. Now the language says that of all this funding we get this separate fund of \$1.7 million that goes out to the counties based on population, that's what you need to spend on community corrections. It was a big change, clarifying the language.</p> <p>Richard Davies, Treasurer: We have one additional procedural thing that developed today. Peter made note of the fact that the</p>	<p>Update</p> <p>Update</p>

	Discussion	Action
	payrolls we have done under the new system, had never had any authorization from the Treasurer to pay them, so we are starting as of today, the process of me signing the approval for the payroll.	Update
Deeds	Beverly Bustin-Hatheway, Register: We were over last year for the month of July by \$1,851. \$101,548.73 that you're getting for this month; and the last month in 2017 was \$99,698; you were over the budget from this last fiscal year.	Update
District Attorney	<p>Maeghan Maloney, District Attorney: I went to the Alternative Sentencing last Friday, thanks to Sheriff Mason for making that possible. It's amazing to look in that room and see 40-50 people sitting there and to think that they would all be in our jail, and how expensive that would be and they're all paying for this program. It's very successful to have that program continuing.</p> <p>We have our 15th attorney hired; which puts at full staff as of August 20th; Amanda Seekins. She will officially be with us as an ADA on the 20th.</p> <p>I do have an intern from Bowdoin College who is working on taking pictures of our graduates of our Veteran's court and our Co-Occurring disorders court, with a sign that they would hold of what they want to write; something that they want to say, for example, how many years sober they are, or what job they are doing now., etc. We want it to be something that they like and are proud of. We will have them write it, and she will take their picture with it, have it developed and hang it in the hallway that goes to the DA's office. She's looking at taking the first round of pictures next week. This is a memorial to people that have been successful and how their lives have changed. We sent letters out to those who graduated that they may participate, but were under no obligation to do so. Chairman Nancy Rines: Are your Summer interns here? Maeghan Maloney, District Attorney: Kristy had her last day on Friday, and Amanda is still here; those are our two law student interns which Kennebec County pays. They both have been extraordinary; they have written law court</p>	<p>Update</p> <p>Update</p> <p>Update</p>

	Discussion	Action
	briefs, assisted with arraignments, and made it possible for the office to not seem short staffed. Rose, our Bowdoin College intern is not paid by Kennebec County; she's actually paid by Bowdoin College.	Update
EMA	<p>Sean Goodwin, EMA Director: The Quaker Hill project in Sidney is working out well so far. Upgrades done.</p> <p>The newer tower in Gardiner, Libby Hill, is almost on line. There's a little more paperwork to be done.</p> <p>FY-2018 Homeland Security Grant Program to the sixteen counties. Kennebec County will get \$118.645.04.</p> <p>Kennebec County EMA office has turned in all needed paperwork for our requests. There were 19 requests, Grant panel turned one request down and partly funded one request. Ten requests on the EMA side and 7 on the Law Enforcement side.</p> <p>For two weeks in July we had seven FEMA interns working with the EMA staff on projects such as planning and training and mapping. Working C-POD plan has been turned over to the EMA office. The next step is to move the plan down to the locals and get input from them.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
Facilities	<p>Robert Devlin County Administrator: Everything's on schedule. The leaks that were happening are from a lot of humidity, the air conditioning units were getting overwhelmed; the one at the court house filled up the trays that they had and overflowed. The one downstairs was a leaky valve that needed to be replaced.</p> <p>Jimmy has been on vacation for a couple of weeks and yesterday he was dispatched to remedy a number of things.</p>	<p>Update</p> <p>Update</p>
Information Technology	<p>Dave Hawke, IT: Devon worked on the DA system last week; there's a lot of working changing from the old system to the new.</p> <p>Chairman Nancy Rines: What is the new system called? Dave Hawke, IT: It's kind of a cloud based system.</p>	Update

	Discussion	Action
	<p>Dave Hawke, IT: The air conditioner is working pretty good; the biggest problem I have is down in the equipment room, where it's running in the upper 80's and into the 90's at times. We have the door open and the fans going to help cool it down. The computer room is holding its own; I'm a little leery about doing anything in there until it cools down.</p> <p>Robert Devlin County Administrator: Dave's going to recommend that we award the air conditioning bid to Augusta Fuel for \$16,000; the only other bid was Mechanical Services for \$21,836. Dave Hawke, IT: We are going to upgrade the air conditioners downstairs in the computer room. Chairman Nancy Rines: Dave would you formally make a request as to what you want us to do? Dave Hawke, IT: I formally award the contract to AFC for the new air conditioner upgrade.</p>	<p>Update</p> <p>Update</p>
Probate	<p>Kathy Ayers, Register of Probate: We have a new look and updated website, Maineprobate.net. All of our forms are on that website.</p> <p>If you haven't filled out your convention requests yet, there is going to be a session from Disability Rights Center on supported decision making, which is going to change the probate world.</p>	<p>Update</p> <p>Update</p>
Sheriff/Corrections:	<p>Sheriff Ken Mason: Law Enforcement: We have 337 arrests or summonses since January 1st.</p> <p>The overdose deaths continue; we had one in Windsor last week. I don't foresee this going away; it is not something we can arrest our way out of.</p> <p>Deputy Moody tendered his resignation effective August 3rd. Best wishes to him; I don't think he starts his new position until September. We now have an opening for a K9; Lt. Read is holding a board on Thursday so we can find a new K9 officer. I was hoping to already do that, and have two K9's, like we had talked about back in the budget committee, but it did not work out that way. We are working with Franklin County SO as they</p>	<p>Update</p> <p>Update</p>

	Discussion	Action
	<p>have a well-established K9 program, along with a training program. Chairman Nancy Rines: Does the handler come with the animal? Sheriff Ken Mason: No, the handler is the officer; the dog is a different story. Lt. Read has been in contact with Christian Stickney in Portland who raises dogs specifically for law enforcement, and has one available now. We need a handler before we can get a dog. The cost of that dog is \$7,200, which I expected. It could be \$8,000 or \$9,000 depending on where you get the dog. I am looking to purchase one with your approval; hopefully we will have a K9 handler Thursday or Friday. We have the vehicle and the equipment already. Chairman Nancy Rines: Who's the handler? Sheriff Ken Mason: We don't know yet; the handler is the deputy we hire to be the K9 handler. Chairman Nancy Rines: The deputy comes with the dog? Sheriff Ken Mason: No ma'am; the handler is from our agency. There are deputies who have requested to be K9 officers. Both officer and K9 will be new students. Patsy Crockett, Commissioner: I thought we had a dog, and the dog went away for training and then we got the dog back? Sheriff Ken Mason: That was Deputy Moody and his dog Stryker. They left and went to the State Police, and he wanted to come back, so we brought them back. So now Deputy Moody is gone and the dog went with him. Patsy Crockett, Commissioner: So we have to start all over by getting a dog and an officer? Sheriff Ken Mason: Right now we are working on the officer, because it doesn't make any sense to have a dog, until you have a trainer, and hopefully we will have that figured out either Thursday or Friday. I'm looking for permission to go out and buy this K9. I have \$10,000 in my budget that was put in there and approved through the budget committee and of course the commissioners to buy a dog. Patsy Crockett, Commissioner: I would like to see us have a dog, and a trainer. Chairman Nancy Rines: What are you looking for from us today? Sheriff Ken Mason: I am looking for authorization because it is a fiduciary issue to purchase a K9; it will be under \$10,000.</p>	<p>Update</p> <p>Update</p>

	Discussion	Action
	<p>Several months ago, there was a JAG grant out there that Lt. Johnson has been working on and it's really taken them a lot of time to release the funds for that. However, they finally did release the funds and are receiving \$5,405.28 for that grant. We would like to spend that on new portable radios; a specific brand of radio, Harris & Tate, and they're \$1,061 each. We're getting that particular radio because we are working towards of possibly going to the Augusta dispatch. Their system is proprietary; these are the radios that they require us to use. If we don't go there, those radios will still work wherever we go. There's enough for five fully funded radios; but we are going to get six and we will come up with the extra \$900. Chairman Nancy Rines: How many do you need all together? Sheriff Ken Mason: Probably about 25; 20 total for patrol, but I think that transport should have them; anyone that communicates should have one. We're taking these steps to build towards better communication and officer safety. Chairman Nancy Rines: And you're getting six for now? Sheriff Ken Mason: Yes, and spending \$900 out of my own budget for the sixth radio. Patsy Crockett, Commissioner: Right now you're asking us; it's \$1,061 for each radio, and you would spend \$900 out of your own budget and that would give you six radios; but ultimately you need 25 radios? Sheriff Ken Mason: Yes, but that will come at another time. Patsy Crockett, Commissioner: But these six radios is there a grant involved with that? Sheriff Ken Mason: Yes, this is for the grant; so we are going to five radios with that grant money and the rest will come out of my budget for the sixth radio. Chairman Nancy Rines: What is the name of the grant? Sheriff Ken Mason: The Edward Burn grant. Robert Devlin County Administrator: It's part of the Burn grant; there's different types of Burn grants. Chairman Nancy Rines: So we're going to accept Burn grants through signature? Sheriff Ken Mason: I am asking you to accept it, yes; or to give the information to Augusta PD so that they can give them this information. Robert Devlin County Administrator: Isn't there a sheet where the commissioner needs to sign? That may be the other Burn grant. Patsy</p>	<p>Update</p>

	Discussion	Action
	<p>Crockett, Commissioner: So we just need a motion to approve the purchase of the five radios with the grant money, and to accept the grant money? Chairman Nancy Rines: And approve the expenditures of \$1,061 for the sixth radio.</p> <p>Sheriff Ken Mason, Corrections: We have 130 inmates within our facility; 7 boarders from Penobscot.</p> <p>The Diversionary sentencing program started Friday; I was there to give my speech; this program is awesome, they really do a great job. Kennebec County has been doing this since 1986. There were 37 participants; whittled down to 9, at the Waterville High School.</p> <p>We have had some movement over at the jail; Officer Millett who was a Programs Officer tendered his resignation, Officer Letorneau, also a Programs Officer, was deployed. Now all we have is Jess Quinn, Programs Coordinator. Boards were held for those two positions and the two who were chosen were Officer Bryant, replacing Officer Millett and Officer Allaire replacing Officer Letorneau, until he returns from deployment.</p> <p>Richard Wurpel, Jail Captain: For the FY18 budget, we had budgeted for a fourth FTE for transportation. Sgt Christiansen had done a staffing analysis for transportation officers; three officers working eight hour shifts and the cost of what that entailed as far as overtime. We transport a lot of inmates, and there are a lot of times that we travel throughout the state. Many times, those courts require us to have inmates to the court at 8am, prior to court starting, and then if court ends at 4pm, then inmates are being transported from 4pm, through 6pm. If we had the fourth FTE, which we would need anyway, in regards to the amount of time they spend in transportation that would allow us to go ten hour shifts. If we have a ten hour shift, then we could have employees scheduled from 6am until 4pm, and employees scheduled at 8am until 6pm. That would cover those particular</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>

	Discussion	Action
	<p>times. Through the staffing analysis and how the budget committee and how you folks had approved it, was due to the fact that there was a \$10,000 savings to the county with one FTE in transportation if the hours were changed to ten hour days; and that would be pending agreement with the union. The transportation officers belong to the FOP, not to the Correctional Union. What has happened, after the budget was approved, the process then went to the union the FOP, and the transportation officers and the FOP approved for that group to go to ten hour shifts. That will allow us to be able to post for that position and fill it. Bob has the original portion signed by the union; it just needs to be signed by the commissioners if you approve it. Patsy Crockett, Commissioner: I think it sounds like a good idea.</p> <p>Chairman Nancy Rines: How are we going to measure that against decreased population and increased video arraignment?</p> <p>Richard Wurpel, Jail Captain: The video arraignment has actually remained the same; the decreased population actually started in March 2017; so for 2017, the average population was around 140. The staffing analysis was based on that population. The population so far through 2018 would be around 138, so it's not far off. As you know, we don't know if that population will change. Chairman Nancy Rines: Of that population, not all of those are going to court and are only going to court once.</p> <p>Richard Wurpel, Jail Captain: There are multiple times people will go to court; they have to go for status hearing every thirty days, it depends on what their charges are. Also, inmates have to be transported back to other facilities; inmates that we have to pick up if they're being held at the state prison, we have bring them back. Chairman Nancy Rines: Here, we are just walking them over to the courthouse? Richard Wurpel, Jail Captain: No, we drive them over; we drive in there. Sheriff Ken Mason: They are driving into a secure area; the gate goes up for them to drive in, and then down once they are in. Chairman Nancy Rines: But when they go to court from our jail, they're not driven? Richard Wurpel, Jail Captain: Yes, they have to be because there's a secure area where you have to drive your</p>	<p>Update</p>

	Discussion	Action
	<p>vehicle in; there's no place to walk them to. With the weather and the security of it, it's not possible. It's not acceptable to the courts either. Before the new court was built, yes, we would walk them over. Sheriff Ken Mason: The new court is owned by the state and has their own security rules. Richard Wurpel, Jail Captain: Nationwide, inmates are not walked to court; they are driven. Robert Devlin County Administrator: Video arraignment is just for the initial arraignment; after that, they have to show up in court personally. Patsy Crockett, Commissioner: Is the staffing report that you mentioned, the same one that was done a few years ago? Richard Wurpel, Jail Captain: No, this is just for the budget committee. Richard Wurpel, Jail Captain: They will have a court list sometimes next door where they will take a group over, place them in holding cells at the court, and come back and get another group; or take inmates to the hospital where an ambulance is not needed. It is one of the busiest departments within the sheriff's department. Patsy Crockett, Commissioner: Do they transport inmates for doctors and dentist appointments as well? Richard Wurpel, Jail Captain: Yes. Patsy Crockett, Commissioner: Do you see any difference in that from when BOC was in operation? That was one of the big things, was to try to save money across the state for transporting. Sheriff Ken Mason: We still have the hub; we work with Penobscot, people will either drop people here and they will come get them, or we will take them up. Chairman Nancy Rines: What would you like to see from us? Robert Devlin County Administrator: Motion to amend the contract with FOP lodge 007 regarding the transport scheduling.</p>	Update
Project Updates	None at this time	
Old Business/ Follow Up Items	None at this time	
Warrants	August 7, 2018	Signed
Change of Status	New hire, termination, step increases	Signed
New Business	19-03) Motion by Commissioner Crockett seconded by Chairman Rines to award air conditioning bid to AFC for \$16,000.	2 in favor 0 opposed

	Discussion	Action
	<p>19-04) Motion by Commissioner Crockett seconded by Chairman Rines to award the bid for the purchase of 5 radios for the Sheriff's office in the amount of \$5,405.28 with the Burn grant.</p> <p>19-05) Motion by Commissioner Crockett seconded by Chairman Rines to approve the Sheriff spending up to \$10,000 to acquire a dog for Kennebec County.</p> <p>19-06) Motion by Commissioner Crockett seconded by Chairman Rines to amend the contract with the FOP Lodge 007 regarding the scheduling for transport.</p>	<p>2 in favor 0 opposed</p> <p>2 in favor 0 opposed</p> <p>2 in favor 0 opposed</p>
Executive Session	None at this time	
Miscellaneous	None at this time	
Adjournment	Adjourned at 1:10 pm	2 in favor 0 opposed

Terry York, Assistant Administrator