

**KENNEBEC COUNTY CO KENNEBEC COUNTY COMMISSIONERS MEETING**

**AGENDA**

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**DATE: SEPTEMBER 21, 2021**

**WORKSHOP: 11:00 AM**

**CALL TO ORDER: NOON**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES: SEPTEMBER 7, 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

Update on the financial condition of Civil

**NEW BUSINESS**

**PUBLIC COMMENTS**

**EXECUTIVE SESSION**

**ADJOURNMENT**

**Commissioners Minutes**  
**September 7, 2021**

**Present: Chairman Patsy Crockett, Nancy Rines, Commissioner, George Jabar, Commissioner Robert Devlin County Administrator, Terry York, Human Resources Manager, Megan Dickey, Human Resources Asst., Tom Doore, Dep. Treasurer, Sean Goodwin, EMA, Diane Wilson, Deeds, Beverly Bustin-Hatheway, Sheriff Ken Mason, Lt. Slaney, Correctional Facility, D.A. Maeghan Maloney, Dan Brunelle, Facilities Manager**

**Absent: Devon Parson, IT, Sean Goodwin, EMA, Kathy Ayers, Probate**

	<b>Discussion</b>	<b>Action</b>
<b>Call to order</b>	12:00 pm	
<b>Minutes</b>	Motion and second to accept the minutes of August 17, 2021	3 in favor 0 opposed
	Promotion Ceremony - Kirby Bradburn from CO to Corporal	3 in favor 0 opposed
<b>County Administrator</b>	<p><b>Robert Devlin, County Administrator:</b> We are starting to get some applications in for the rescue grants. I've had a conference call with other county commissioners and it should be noted that the final rules are not out yet. The applications are on the website and we should probably talk about holding an open house at the end of the month, if possible, for municipal officials to go over the direction of this. The management of the grant will be tough and some agencies are hiring a person to just deal with the grant as the funds can be used for that.</p> <p><b>Commissioner Nancy Rines:</b> I would like to motion that we put a position together and post for it.</p>	<p>Update</p> <p>Update</p>
<b>Human Resources</b>	<p><b>Terry York, Assistant County Administrator:</b> We have the education policy on the agenda.</p> <p>New legislation from Maine PERS is also on the agenda and will need to be completed by November 1<sup>st</sup>. These funds will be Post-Tax. We must get a vote today in order to complete these for the Nov. 1<sup>st</sup> deadline. I will be putting out a memo and attending briefings to get to all employees for this.</p> <p>Megan Dickey: We have two new corrections officers to start on Sept. 20<sup>th</sup>.</p>	<p>Update</p> <p>Update</p> <p>Update</p>
<b>Treasurer</b>	<b>Tom Doore, Dep. Treasurer:</b>	

	<b>Discussion</b>	<b>Action</b>
	<p>Today's total warrant is for \$3,286,950 total warrant with the majority for Thermo-Scientific, jail food and jail medical/mental health billing.</p> <p>The general fund has \$9,992,000 which is invested in the Kennebec Savings Bank cash sweep. The recovery fund has \$11,878,000 in cash sweep also. The investment fund has \$2,150,000 and that is up \$2000 since last meeting.</p> <p>Municipal taxes received total \$8.3 million, including \$1.8 mil from the City of Augusta.</p> <p>General warrant and restitution warrant will require signatures today.</p> <p><b>Cindi Ferguson, Finance Director:</b> Our income report has been filed, which included the body scanner at the jail.</p> <p>I would like to give a sincere thanks to Diana Murphy for her work on restitution and opening an account for this and working on the reconciliations that needed to be completed.</p> <p>I've received a draft of the FY20 audit report, there are a few more questions we need to answer.</p> <p>Sandra, Tracie and I went to a training on governmental accounting which provided some good insight on the concepts we utilize.</p> <p>We also received the jail funding (\$2.1Million) as well as the additional \$240,000 for the CARA program.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
<b>Deeds</b>	<b>Beverly Bustin-Hatheway, Register of Deeds:</b> We are up from last year which includes \$1249.62 this month.	Update
<b>District Attorney</b>	<b>Maeghan Maloney, District Attorney:</b> I would also like to thank Cindi with regard to teach Diana and take the time to look at processes.	Update

	<b>Discussion</b>	<b>Action</b>
	<p>We've received our VOCA grant which we get every year and supports our victim/witness advocate and ours (Kelly Stanton) does some great work in the effort put into this.</p> <p>One of the interns we hired over the summer has come back to work for college credit and has really helped and worked out great.</p> <p>We had a meeting to address the opioid issue and to get some ideas at the table, all went well to this point.</p> <p>We continue to have jury trials which are going well.</p>	<p>Update</p> <p>Update</p> <p>Update</p>
<b>EMA</b>	<p><b>Sean Goodwin, EMA Director:</b> Things are going well in the office and we've got all of the towns' info for the mitigation plan and will send it to MEMA for proofreading.</p> <p>The Windsor fair went well, with about 18 vaccinations per day of the fair.</p> <p>We're waiting on the Homeland Security grant response with FEMA.</p> <p>Requests are coming in again for PPE and numbers are climbing again. The CDC is currently handling those requests but I'm sure we'll get that process back with the numbers going back up.</p>	<p>Update</p> <p>Update</p> <p>Update</p> <p>Update</p>
<b>Facilities</b>	<p><b>Dan Brunelle, Facilities Maintenance:</b></p> <p>I am in between a lot of contract estimates so there is not a lot to report right now – to include water intrusion and the parking lot.</p> <p>I'm also in the process of putting a full report together for all the of the county buildings as far as what is wrong, what needs to be done and priority for each.</p>	<p>Update</p> <p>Update</p>
<b>Information Technology</b>	<b>Devon Parsons, IT:</b> Absent	
<b>Probate</b>	<b>Kathy Ayers, Register of Probate:</b> Absent	
<b>Sheriff/Corrections:</b>	<p><b>Sheriff Ken Mason:</b></p> <p>We are up to staff on the patrol side other than the two we currently have at the academy.</p>	<p>Update</p>

	<b>Discussion</b>	<b>Action</b>
	<p>Dep. Bickford who was pulled back from FDEA while Dep. Johnson was out on leave and he will be heading back in the next coming weeks.</p> <p><b>Capt. Slaney:</b> The jail is going very well and we had our inspection where we've scored 100% on our mandatory and 98% on our essential requirements. Officer Savage has done an amazing job with this over the past few years and we owe a lot of thanks to him, Tami Kane and Sgt. Karlsson. We will forward the report when it is received in a week or two.</p> <p>The body scanner is up and running and final training is tomorrow. The next focus is to get training on what to do when staff does find drugs and how to handle it.</p> <p>There are three officers going to the academy next week.</p>	<p>Update</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>	<ol style="list-style-type: none"> <li>1. Spirit of America</li> <li>2. Update on the financial condition of Civil</li> <li>3. <b>03-25)</b> Motion and second to adopt the Kennebec County Education Assistance Policy.</li> </ol>	<p>Update</p> <p>Tabled until next meeting</p>
<b>Warrants</b>	Signature of County Warrants	Signed
<b>Change of Status</b>	New hire, termination, step increases	Signed
<b>New Business</b>	<p><b>03-26)</b> Motion and second to adopt the provisions of 5 M.R.S. § 18252-C as allowed by MainePERS Rule Chapter 803, as presented.</p> <p><b>03-27)</b> Motion and second to hire a grant administrator to manage the Recovery Grant.</p>	<p>3 in favor 0 opposed</p> <p>3 in favor 0 opposed</p> <p>3 in favor 0 opposed</p>
<b>Executive Session</b>	Motion and second to go into executive session for MRSA-1 § 405-6-A to discuss personnel. In at 12:55, Out at 1:30.	<p>3 in favor 0 opposed</p> <p>No action taken</p>
<b>Miscellaneous</b>		
<b>Adjournment</b>	Adjourned at 1:30 pm	3 in favor 0 opposed