

Kennebec County, Maine
 County Commissioner's Meeting Minutes
 December 7, 2021



Present:

Patsy Crockett, Commissioner (Chair)
 Nancy Rines, Commissioner
 Scott Ferguson, County Administrator
 Tom Doore, Treasurer
 Cindi Ferguson CPA, Finance Director
 Ken Mason, Sheriff

Beverly Hatheway, Register of Deeds
 Diane Wilson, Deeds
 Sean Goodwin, EMA Director
 Art True, EMA Deputy
 Register of Probate, Kathy Ayers

Shay Freeman, DA Office Manager
 Devin Parsons, IT Director
 Dan Brunelle, Facilities
 Cody Brown, Maintenance
 Tracie Lesperance, Finance Assistant

Absent:

Commissioner; George Jabbar II

Maeghan Maloney, Esq. DA

Megan Dickey, Assistant HR Manager

	Discussion	Action
Call to order	12:00 pm	
Minutes	Motion and second to accept the minutes of Nov 16th, 2021	0 in favor 2opposed
Human Resources	<p>Tracie Lesperance, Finance Assistant for HR:</p> <ul style="list-style-type: none"> ➤ Four new hires as Corrections Officers who started Monday. ➤ Two legal secretary resignations; one to be posted and one was filled internally. ➤ Open enrollment for health insurance is available until December 15, 2021 ➤ Implementation of Kennebec County's Vaccination, Testing and Face Covering Policy started Monday. ➤ Employees are handing in vaccination cards 	Informational
Treasurer	<p>Tom Doore, Treasurer:</p> <ul style="list-style-type: none"> ➤ 46% spent of the FY 22 Budget. The General Fund is \$10,329,000 and the Recovery Cash Fund is \$11,740,000 both invested in an Insured Cash Sweep account. ➤ Investment Fund at the close of business yesterday was \$2,131,714, stable since the last meeting. 	<p>Informational</p> <p>Warrant Approved</p>

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	<p>Cody Brown, Jail Maintenance Supervisor:</p> <ul style="list-style-type: none"> ➤ Johnson & Jordan just finish up the boiler room repairs. ➤ The water softener is being installed ➤ A temporary generator is now in place, and the new generator will be here next week, and this project should be completed by the end of next week. 	
<p>Information Technology</p>	<p>Devon Parsons, IT Director:</p> <ul style="list-style-type: none"> ➤ Deeds and Probate have been converted onto the new email system with no issues. ➤ The new ARAMARK system exports information to IMC online so when a new inmate is entered onto the system, they have their information and ARAMARK automatically gets the update. ➤ We helped EMA move over to the Deeds building; that was an easy installation for them because they moved into a building that was already wired up. <p>Scott Ferguson, County Administrator:</p> <ul style="list-style-type: none"> ➤ There’s a capital project to upgrade the cameras and the server; the current infrastructure is over a decade old and if it fails, it will take weeks to repair. That means all your cameras and recordings will be non-functional until it is repaired. Johnson Controls are familiar with the system and I would request authorization to sign the upgrade contract for \$47,000. Commissioner Nancy Rines: How come we didn’t budget the Jail for that? Scott Ferguson, County Administrator: Well, because of the size of the contract/ amount, it qualifies as a capital project. These funds were appropriated over past fiscal years as Capital Project Funds. This project was on the Capital Project List and I prioritized with each department head those projects that are mission critical. This is one that came to the top because if it crashes, Devon, please explain the implications to the jail - 	<p>Informational</p> <p>Informational</p>

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<p>Probate</p>	<p>Kathy Ayers, Register of Probate:</p> <ul style="list-style-type: none"> ➤ I attended a few meetings while I was out regarding the commission to establish or incorporate Probate into the judiciary. The proposal is to have State judges, keep the registrars elected and have districts similar to the District Attorney. The plan is to include the legal services of the County for the State to take over and Maine Commission on Indigent Services for guardian ad litem, attorney, and visitors' costs. 	<p>Informational</p>
<p>Sheriff/Corrections :</p>	<p>Sheriff Ken Mason:</p> <ul style="list-style-type: none"> ➤ Deputy Kulakowski's last day was two Fridays ago. K-9 Deputy Carey's last day is December 30th; he is moving to Arizona. We have a couple of people who are interested who are already blue pins; one has seven years and the other has a little over four years. There might be some buyout, but it won't be a big one. One applicant works for the K-9 team and he is familiar with our dog. ➤ The two individuals at the academy are graduating December 17th, a week from this Friday. ➤ Captain Slaney will be going on paternity leave on the 16th; he will be out until January 18th. Commissioner Nancy Rines: Who will be covering? Sheriff Ken Mason: Lt. Goodchild ➤ We are in week two of an outbreak status at the Jail; we're doing okay with numbers and testing. I did limit the number of intakes that we will accept within the facility; we are using Two Bridges and may end up with some boarding fees. Patsy Crockett, Commissioner (Chair): I think we did fantastic; they did a great job at the Jail to keep it away this long. Sheriff Ken Mason: I agree. We followed guidelines and recommendations. And we are offering shots to the inmates, and they are taking them, and if they are released, they can come back and get their second shot depending on which shot they received. We will have the booster available this Friday at the Jail. 	<p>Informational</p>

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	<ul style="list-style-type: none"> ➤ Scott Ferguson, County Administrator: We would like to extend the Aramark contract another six months at this time to finalize the RFP. Commissioner Nancy Rines: I make a motion to accept the extension, seconded by Chair Patsy Crockett. Commissioner Nancy Rines: When we go back out, are we going to go back out for a company that covers both the inmate and the food? Sheriff Ken Mason: Yes, we like the way we have it now; all inclusive. ➤ We put \$20 on each inmate’s account so they could make phone calls because of the outbreak status. Commissioner Nancy Rines: That may be covered by the ARPA funds. Sheriff Ken Mason: We have an inmate account that is specifically just for that. We will probably do this again, depending on how this all goes moving forward. 	Motion
County Administrator	<p>Scott Ferguson:</p> <ul style="list-style-type: none"> ➤ I was contacted by the Fraternal Order of the Police to discuss the COVID policy. I asked them to send me questions they had, and we addressed them all. The Sheriff and I met with them this week and they were happy that the policy did not interfere with the contract. ➤ I finished writing the HR Director job ad; I will go through it one more time and then that will get posted. ➤ You also have the contract to bring Laurie Bouchard as in interim help desk for us, in person or over the phone. ➤ Cindi is asking for a motion to move funding in the amount of \$47,846 into line 1020-3105 to fund the retirement payout. Motion by Commissioner Rines, seconded by Chairman Crockett to move funding in the amount of \$47,846 to line 1020-3105 to fund the retirement payout for recent retirees. ➤ You have the Procurement policy basically outlining and providing guidelines for procurement ➤ We discussed a snow day policy 	<p style="text-align: center;">Informational</p> <p style="text-align: center;">Motion</p> <p style="text-align: center;">Informational</p>
Project Updates	None	

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	Discussion	Action
Old Business/ Follow Up Items	➤ 03-25) Motion and second to adopt the Kennebec County Education Assistance Policy	Informational Tabled
Warrants	Warrants	Approved & signed
Change of Status	New hire, termination, step increases	Signed
New Business	<ul style="list-style-type: none"> ➤ 03-45) Motion by Commissioner Rines and seconded by Commissioner Chair Crockett to expand the security system at the Jail. ➤ 03-46) Motion by Commissioner Rines and seconded by Commissioner Chair Crockett to adopt the Procurement Policy. ➤ 03-47) Motion by Commissioner Rines and seconded by Commissioner Chair Crockett to adopt the Capitalization policy. ➤ 03-48) Motion by Commissioner Rines and seconded by Commissioner Chair Crockett to transfer \$47,846 from Reserved Fund Balance to line 1020-3105 to cover sick and vacation payout for recent retirees. ➤ 03-49) Motion by Commissioner Rines and seconded by Commissioner Chair Crockett to extend the ARAMARK contract for an additional 6 months to finalize the RFP. 	<p>2 in favor 0 opposed.</p>
Executive Session	<ul style="list-style-type: none"> ➤ Motion by Commissioner Rines seconded by Commissioner Chair Crockett to go into Executive Session in accordance with 1 MRSA §405-6-A to discuss a personnel issue. ➤ Into Executive Session at 1:31 pm. Out of Executive Session at 2:49 pm. 	<p>2 in favor 0 opposed</p> <p>No action taken following Executive Session</p>
Miscellaneous		
Public Comments		None
Adjournment	Adjourned at 2:49 pm	2 in favor 0 opposed