

Kennebec County, Maine

County Commissioner's Meeting Minutes March 15, 2022



Present:

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| Patsy Crockett, Commissioner (Chair) | Corey Goodchild, Asst. Jail Admin. | Art True, EMA Deputy Director |
| Nancy Rines, Commissioner | Diane Wilson, Acting Registrar of Deeds | Bryan Slaney, Jail Administrator |
| George Jabar, Commissioner | Megan Dickey, Assistant HR Manager | Kathy Ayers, Register of Probate |
| Scott Ferguson, County Administrator | Maeghan Maloney, Esq., DA | Tom Doore, Treasurer |
| Ken Mason, Sheriff | Cindi Ferguson CPA, Finance Director | |
| Al Morin, Chief Deputy | Sean Goodwin, EMA Director | |

Absent: Dan Brunelle, Facilities Manager, Devon Parsons, IT Director

| | Discussion | Action |
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| Call to order | 12:05 PM | |
| Minutes | Motion and second to accept the minutes of March 1, 2022 | Approved 3-0 |
| Human Resources | <p>Megan Dickey:</p> <ul style="list-style-type: none"> ➤ I met with Chris Brawn last week for lunch and I got to know her a little more. I think she's great and we are going to work well together and continue to head in the right direction. ➤ I have been working on workers compensation applications and paperwork. ➤ I have been busy with confidential personnel matters and have spent a good amount of time working with employees to assist with their concerns. | |
| Treasurer | <p>Tom Doore, Treasurer:</p> <ul style="list-style-type: none"> ➤ We are about 73% into FY 22 Budget. ➤ General Fund is \$6,761,000 all invested in the Insured Cash Sweep account with Kennebec Savings Bank. Recovery Cash Fund \$11,027,000 all invested in the Insured Cash Sweep account with Kennebec Savings Bank. Our Investment Fund has \$2,088,000 which is the same as last meeting. | |

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| | Discussion | Action |
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| Finance | <ul style="list-style-type: none"> ➤ \$1000-\$2,000 more than last year due to NACO & MCCA ➤ We have the utilities broken down: \$11,354 for CMP, \$4,602 Augusta Water and Sanitary District, \$31,466 Maine Natural Gas, \$13925 vehicle gasoline, \$88,249 is the rest of the warrants ➤ We are trying to get a copy of the contact with Wex. <p>Cindi Ferguson, CPA, Finance Director:</p> <ul style="list-style-type: none"> ➤ I have been busy supporting Administrator Ferguson for the numbers for the budget with Megan Dickeys help. A huge worksheet Megan Dickey had been working on and helped a great deal. We are working to pull more identifiable together and get it to the departments. ➤ Commissioner Rines: What are those things? ➤ Cindi Ferguson, CPA: One of those things is medical. We are tightening what is actual from the jail, workers comp, ➤ Commissioner Rines: How do you do that? ➤ Cindi Ferguson, CPA: Based on salaries and payroll so we identified those salaries and then multiplied it by the rates for certain things like retirement, workers compensation, income protection and so on. ➤ This will show how much it takes financially to run a department. | |
| Deeds | <p>Diane Wilson, Acting Register of Deeds:</p> <ul style="list-style-type: none"> ➤ Was called out of the meeting on business. No report. | |
| District Attorney | <p>Maeghan Maloney Esq., District Attorney:</p> <ul style="list-style-type: none"> ➤ I am excited to hear what the Captain said about the programs coming back because they are much needed. ➤ We have jury trials starting next week which is the first time since December. I am excited for that. We have been wanting to get moving for some time now. | |

Kennebec County, Maine

County Commissioner's Meeting Minutes March 15, 2022



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| | <ul style="list-style-type: none"> ➤ We started interviews for a Victim Witness Advocate position today and will continue the interviews for 2 outside candidates. ➤ The biggest legislature bill that will impact us is class E crimes become civil violations and the reason behind that is to help with the clogging of the court system and to make it clear that it is serious but that it is not the same as an assault. My concern is that they are prosecutors that are willing to use prosecutor discretion and some prosecutors that believe that they don't and whatever the legislature passes is what has to be charged and sentenced to. The legislature is trying to put a fiscal note on it and that is a little frustrating because everyone agrees this should be different. This would cause the state to have to update their computer system for this and I understand that they don't have the clerks, the Marshalls, and the judges to make this happen right away. | |
| EMA | <p>Sean Goodwin, EMA Director:</p> <ul style="list-style-type: none"> ➤ We are not worried about the river anymore there's not a risk of ice jams ➤ We are thinking of using some left over Homeland Security grant money to updates our computers. It was a full grant so it won't cost the county anything. ➤ There's been talk about moving a generator that can help back Deeds up. ➤ We are waiting on a bunch of stuff of FEMA. ➤ COVID numbers are slowly going down so that's encouraging. ➤ We will see what happens with school retracting their masking policy. ➤ Commissioner Rines: What did we learn about how we can be more prepared? ➤ Sean Goodwin: Probably international surveillance, when we see something new we should pay more attention to it. ➤ We could do more training on proper training of PPE. | |

Kennebec County, Maine

County Commissioner's Meeting Minutes March 15, 2022



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| Facilities | Dan Brunelle, Facilities Manager: <ul style="list-style-type: none">➤ I just wanted to touch on what a few people have said we did all learn a great deal over the last two years as far as implementing stuff. A big issue for us is that we don't have space to have some things in stock but stuff like PPE, gloves, sanitizer we keep on hand in bulk. There are a lot of things we did take away from that and there are a lot of things that we have done to mitigate this. Moving forward a lot of these precautions will help in the future with anything that will happen including the flu.➤ Radon testing came back with results that were bad and I have a quote from Radon Tech of Maine for \$6,500 to mitigate the radon issue in the courthouse basement. This is an addition to what is in place but filtrates out the radon. The install on the last mitigation was good but it was just not big enough for the courthouse so essentially isn't working as it should.➤ I met with the engineers for the hill house, and they are still working on a solution.➤ The electric is being worked on in the courthouse.➤ I met with the contractor that is working on two projects for us in the sheriff's department and the concrete to stop water from coming in.➤ The driveway is in bad shape, and I will have to do patch work on that for now.➤ The flooring will be worked on this weekend in the new human resources office. | |
| Information Technology | Devon Parsons, IT Director: <ul style="list-style-type: none">➤ IT operations are going well.➤ We helped the jail medical department move and our end of it was done easily.➤ As far as corrections goes, I am waiting for an update for IMC usually they have released it by now, but we haven't received it yet.➤ I worked with Administrator Ferguson to update Deeds computers.➤ I am waiting for a few orders that are on back order like many areas we are experiencing backlogs.➤ Chairwoman Crockett: Are you running into a lot of that?➤ Devon Parsons: Yes, in every department. Everyone is having these problems right now. | |

Kennebec County, Maine

County Commissioner's Meeting Minutes March 15, 2022



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| Probate | Kathy Ayers, Register of Probate: <ul style="list-style-type: none">➤ Last month I said we had the biggest month thus far and this month was even bigger, so numbers are going well.➤ I don't have any new updates on where the bills are at the state.➤ We had a threat on the judge last week, so we are talking about having better security. | |
| Sheriff/Corrections: | Sheriff Ken Mason: <ul style="list-style-type: none">➤ I am fortunate this meeting that I don't have a lot to pass along,➤ We are working with Administrator Ferguson on the budget and working hard to keep our budget down.➤ Patrol division is fully staffed except for our military staff and one deputy that was out on medical leave but it back now.➤ We still have two employees deployed at the southern border and they are doing well. Their deployment is 444 days.➤ Calls to service have been reasonable. Captain Bryan Slaney: <ul style="list-style-type: none">➤ Jail population is at 135 total, and we are still housing 4 inmates for Penobscot.➤ We met this week to look at planning our annual gathering for Corrections Officer Week for May 1st-7th. This has not been able to happen due to the pandemic for the last 2 years, so we are hopeful to be able to do this and show our appreciation to our corrections staff.➤ CARA has a tentative start date of June 13th that will be a 7-week program for males.➤ We have 2 alternative sentencing programs tentatively scheduled for May 6-11 at the YMCA camp in Winthrop and the other one tentatively scheduled for May 20-25 at the Pilgrim Lodge. These will fill up fast due to the programs and courts being closed during the pandemic there is a large back log that needs to be caught up.➤ If there is another covid outbreak at the facility we still plan to continue to run our programs for the inmates. We have responsibilities to them, and it can be very difficult for them when they can't have visitations, social interaction, or the programs that help rehabilitate. | |

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County Commissioner's Meeting Minutes March 15, 2022



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| | <ul style="list-style-type: none"> ➤ Chairwoman Crockett: Are there things you must follow? ➤ Capt. Slaney: Yes, and we would follow those things I am talking about other things that the CDC doesn't give guidelines on. ➤ Chairwoman Crockett: I agree if you follow what you must follow the rest is up to you. ➤ Captain Slaney: We will still follow the guidelines but just be more ➤ Chief Al Morin: The Captain did a wonderful job when speaking with the CDC and getting the accurate information about what is guidelines and what are recommendations and what is up to us to make decisions on. | |
| Administrator: | <p>Administrator Ferguson:</p> <ul style="list-style-type: none"> ➤ I have asked department heads to keep track of unfunded state mandates so we can understand what the cost to the county is. ➤ I am working on the budget and really trying to narrow down the correct number for employee benefits. Eventually we would like to move employee benefits into the budget of each department so we really know how much it costs to run a department. ➤ I am meeting with Finance and Human Resources to make sure we are all on the same page about employee benefits. Megan has been very helpful in this project. | |
| Old Business/ Follow Up Items | <ul style="list-style-type: none"> ➤ 03-25) Motion and second to adopt the Kennebec County Education Assistance Policy ➤ DocuSign for Signatures: proposal to use electronic signatures to speed up warrant processing | <p>Tabled Tabled</p> |
| Warrants | Warrants | Signatures required |
| Change of Status | Payroll Change Notices | Signatures required |
| New Business | <ul style="list-style-type: none"> ➤ Presentation by Three Corners Solar Project – Chad Allen ➤ County Seal – no one seems to know about the existing seal, or the significance of the information on it. It was suggested that a contest be held for local schools to design a new seal. | |

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County Commissioner's Meeting Minutes March 15, 2022



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| Miscellaneous | ➤ Nothing at this time | |
| Public Comments | ➤ No comments from the Public | |
| Executive Session | Motion by Commissioner Rines seconded by Commissioner Jabar to go into Executive Session in accordance with 1 MRSA §405-6-A to discuss a personnel issue. Into Executive Session at 1:34 PM. Out of Executive Session at 2:07 PM. | 3 in favor, 0 opposed No action taken following Executive Session |
| Adjournment | Adjourned at 2:07 PM | 3 in favor 0 opposed |

Respectfully Submitted:
Megan Dickey, Assistant Human Resources Manager