

# *Kennebec County, Maine*

## County Commissioner's Meeting Minutes November 1<sup>st</sup>, 2022



**Present:**

Patsy Crockett, Commissioner, Chair  
 Nancy Rines, Commissioner  
 George Jabar, Commissioner  
 Ken Mason, Sheriff  
 Tom Doore, Treasurer  
 Art True, EMA Director  
 Dan Brunelle, Facilities Manager

Chris Brawn, HR Director  
 Devon Parsons, IT Director  
 Lisa Bryant, Finance Manager  
 Devon Parsons, IT Director  
 DA Meaghan Maloney, Esq  
 Diane Wilson, Register of Deeds  
 Kathy Ayers, Register of Probate

Captain Bryan Slaney, Jail Administrator  
 Corey Goodchild, Asst. Jail Administrator  
 Bobby Adams, Maintenance Technician  
 Megan Dickey, HR Administrator  
 Scott Ferguson, County Administrator  
 Stephanie Schredder, EA

**Absent:** Cindi Ferguson CPA, Finance Director

	<b>Discussion</b>	<b>Action</b>
<b>Call to order</b>	<b>12:02pm</b>	
<b>Minutes</b>	A motion is made by <b>Nancy Rines, Commissioner</b> , and seconded by <b>Patsy Crockett, Commissioner Chair</b> to accept the minutes of October 18 <sup>th</sup> , 2022.	Approved with changes 3-0
<b>Human Resources</b>	<p><b>Chris Brawn, Human Resources Director:</b></p> <ul style="list-style-type: none"> <li>➤ Maine Municipal Employee Health Trust will increase approximately 2% across all plans due to a good loss ratio over the past year.</li> <li>➤ Open enrollment for our health insurance starts November 15<sup>th</sup> and goes through December 15<sup>th</sup>. Communications and SBCs will be going out shortly.</li> <li>➤ Human Resources continues implementation of the Edmunds GovTech system.</li> <li>➤ Implementation of the time clock system also continues. Active operational date is scheduled after January 1<sup>st</sup>, 2023.</li> <li>➤ Human Resources met with Jail Administration to strengthen hiring processes and are working to update policies and SOPs (Standard Operating Procedures).</li> <li>➤ The NCEU (National Correctional Employees Union) Contract is currently in review.</li> <li>➤ Update on the MCCS Workforce Compact: So far, we've been approved for \$14,526 in funding and have \$1,590 waiting for approval.</li> </ul>	



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	<ul style="list-style-type: none"> <li>➤ <b>Nancy Rines, Commissioner</b>, asks for an update with the payment of CHP (Correctional Health Partners) and <b>Scott Ferguson, County Administrator</b>, states that the payments will not be made until the litigation suit is settled and a determination has been made.                             <ul style="list-style-type: none"> <li>• <b>Nancy Rines, Commissioner</b>, references the 3 months of back payments that were made to the current medical provider for the Jail facility and <b>Scott Ferguson, County Administrator</b>, confirms that the back payments were due to a lack of billing on the part of the vendor and that the County is now up to date with payments.</li> </ul> </li> </ul>	
<p><b>Sheriff/Corrections</b></p>	<p><b>Ken Mason, Sheriff:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Ken Mason, Sheriff</b>, introduces <b>Deputy Sean Dixon</b> as a new officer recently hired with the Kennebec County Sheriff's Office.</li> <li>➤ Placed law enforcement at all schools within RSU 38 after a threat was made to Maranacook High School on October 31<sup>st</sup>.</li> <li>➤ Deputies responded to a fatal car accident this weekend.</li> </ul> <p><b>Captain Bryan Slaney, Jail Administrator:</b></p> <ul style="list-style-type: none"> <li>➤ The jail population is currently 148.</li> <li>➤ COVID restrictions ended November 1<sup>st</sup>.</li> <li>➤ Medical contract recommendations are provided in the Commissioners meeting materials packet for Medical RFP proposal analysis.</li> <li>➤ There was a meeting to discuss the replacement and update of the MTI system. Once a plan is solidified, it will be communicated to the Administrator and Commissioners for approval.</li> <li>➤ <b>Sergeant Eric Bajpai</b> received the President's Award.                             <ul style="list-style-type: none"> <li>• <b>Patsy Crockett, Commissioner Chair</b>, asks for <b>Sergeant Bajpai</b> to attend the next commissioners meeting.</li> </ul> </li> <li>➤ <b>Nancy Rines, Commissioner</b>, asks for an update on the CARA (Criminogenic Addiction &amp; Recovery Academy) program and                             <ul style="list-style-type: none"> <li>• <b>Captain Bryan Slaney, Jail Administrator</b>, informs the Commissioners that the next class is in January and is collaborating with the District Attorney to recruit participants into the program moving forward.</li> </ul> </li> </ul>	

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District Attorney	<p><b>Meaghan Maloney, Esq., District Attorney:</b></p> <ul style="list-style-type: none"> <li>➤ As a follow-up to the CARA program inquiry, <b>Meaghan Maloney, District Attorney</b>, states that the County sentences people to 9 months or less term in the County correctional facility or 2 weeks or less terms which could affect enrollment in the CARA program.</li> <li>➤ Introduction of <b>Joe Maranda, Maine Prosecutors Association Database Manager</b> who programs and maintains the District Attorney's data and case management system.                             <ul style="list-style-type: none"> <li>• <b>Joseph Maranda, MPA Database Manager</b>, explains his role in programming and maintaining the paperless database for the District Attorney's Office.</li> <li>• <b>Meaghan Maloney, District Attorney</b>, shows the paperless organizational system to the Commissioners on a laptop as an example of the way that the system is used in the courtroom instead of using paper documents to refer to.</li> <li>• The system is used to track and update court cases in the system to make detailed review accessible. <b>George Jabar, Commissioner</b>, asks if the system interacts with the court systems and <b>Joe Maranda, MPA Database Manager</b>, says that it currently does not but the goal is to have the two connect eventually. <b>George Jabar, Commissioner</b>, asks if it is the goal for all Counties to go paperless and <b>Joe Maranda, MPA Database Manager</b>, says that the goal is to go paperless with all Counties, if possible, although, all of the Counties are currently using the system.</li> <li>• <b>Patsy Crockett, Commissioner Chair</b>, asks how many team members work on the MPA Database System and <b>Joe Maranda, MPA Database Manager</b>, responds with stating that there are 2 other employees that work on the database with him.</li> <li>• <b>Patsy Crockett, Commissioner Chair</b>, asks where the MPA Database Office is located and <b>Joe Maranda, MPA Database Manager</b>, states that his office is located in the Old Federal Building on Water Street in Augusta and that the space is paid for by the MPA Database Office and then reimbursed by all of the Counties in the State. The space payment is separate from the payment of the staff salaries and benefits for the MPA Database Employees which are paid for by Kennebec County initially, and when a reimbursement payment is made by the other Counties in the State, Kennebec County is then reimbursed for their payment of salaries and benefits.</li> <li>• In January of 2023, Joe will be vested as an employee of the County.</li> </ul> </li> </ul>	

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	<ul style="list-style-type: none"> <li>• <b>Nancy Rines, Commissioner</b>, asks if there is a suggested future employment plan for the MPA database employees, and <b>Meaghan Maloney, District Attorney</b>, states that she has 3 different plans to present to Commissioners.</li> <li>• <b>George Jabar, Commissioner</b>, proposes that the issue needs further investigation, and more details will be discussed further in Executive Session.</li> </ul>	
<b>Probate</b>	<p><b>Kathy Ayers, Probate Register:</b></p> <ul style="list-style-type: none"> <li>➤ <b>Kathy Ayers, Probate Register</b>, distributes Probate financial reports to Commissioners.</li> <li>➤ Probate technology meeting soon.</li> <li>➤ There is a statute change regarding confidentiality beginning January 1<sup>st</sup> which will ensure that information other than the name of people under guardianship will not be posted for public information. <b>Kathy Ayers, Probate Register</b>, states that she anticipates that this change will generate a lot of phone calls and inquiries for the Probate office.</li> <li>➤ The Son of a previous Probate Judge James Mitchell would like to donate a bench to the department in his father's name. <b>Kathy Ayers, Probate Register</b>, states that she will follow the Kennebec County Gift Policy to post the issue and host a public hearing on the subject.</li> </ul>	
<b>Information Technology</b>	<p><b>Devon Parsons, Information Technology Director:</b></p> <ul style="list-style-type: none"> <li>➤ There was an IMC (public safety software) update last week.</li> <li>➤ <b>Patsy Crockett, Commissioner Chair</b>, asks if any computers or equipment were damaged from the plumbing malfunction last week, and <b>Devon Parsons, IT Director</b>, said that there might possibly be 1 that was somewhat damaged.</li> </ul>	
<b>Registry of Deeds</b>	<p><b>Diane Wilson, Register:</b></p> <ul style="list-style-type: none"> <li>➤ YTD down 67k oct down 21k from last October.</li> </ul>	
<b>Emergency Management Agency</b>	<p><b>Art True, Emergency Management Agency Director:</b></p> <ul style="list-style-type: none"> <li>➤ Distributes an email from student in the EMS training program to represent the enthusiasm for the program that most of the students exhibit.</li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ New classes scheduled for January for EMS training.</li> <li>➤ EMA has been trying to solve and work with the emergency service shortages and strategies on how to deal with them.</li> <li>➤ 4 students out of 30 dropped the EMS course for basic training and none dropped for advanced training for the Fall semester. There is a need for one instructor.                             <ul style="list-style-type: none"> <li>• <b>Nancy Rines, Commissioner</b>, suggests filling the instructor position with two part-time instructors and <b>Art True, EMA Director</b>, states that he is currently exploring that possibility.</li> </ul> </li> <li>➤ <b>Art True, EMA Director</b>, asks the Commissioners to please give GoGov (The Citizen Management Suite for community alerts and notifications) some consideration – an informational presentation was provided in the Commissioner's Meeting packet for their review.                             <ul style="list-style-type: none"> <li>• Nancy Rines, Commissioner, asks if ARPA funding can be used for the GoGov program and Art True, EMA Director, states that there is an application in place for ARPA funding to be allocated for the GoGov system.</li> </ul> </li> </ul>	
<b>Facilities</b>	<p><b>Facilities Director Dan Brunelle:</b></p> <ul style="list-style-type: none"> <li>➤ There was an MTI meeting last week with Johnson Controls. MTI runs the entire electrical system and mechanisms of the jail. <b>Dan Brunelle, Facilities Director</b>, and <b>Devon Parsons, IT Director</b>, have been collaborating to find solutions to updating the system that will be presented to the County Administrator and Commissioners after some viable options have been analyzed.</li> <li>➤ There was an incident with an explosion of a plumbing pipe in the heat pump unit located in the Commissioner's Chambers. The PVC plumbing in the Hill House heating system needs to be replaced and is at the end of its useful life. The system is at risk of future issues and needs to be completely replaced.                             <ul style="list-style-type: none"> <li>• <b>Dan Brunelle, Facilities Director</b>, explains the plan that he has been working on for plumbing system replacement implementation and what it will take to plan, initiate, and enact the project.</li> </ul> </li> </ul>	
<b>Administrator</b>	<p><b>Scott Ferguson, County Administrator:</b></p> <ul style="list-style-type: none"> <li>➤ There are 4 recovery ARPA grants. BerryDunn will be scoring them as they have in the past with the previous ARPA applications and the scoring documentation will be shared with the Commissioners. There were 4 more ARPA grant applications that came in that were not recovery-based and the Commissioners stated that they would like to review the non-recovery applications as well.</li> </ul>	



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	<ul style="list-style-type: none"> <li>➤ <b>Nancy Rines, Commissioner</b>, is handling the 2 eminent domain hearings this month for Kennebec County.</li> <li>➤ <b>Devon Parsons, IT Director</b>, and <b>Scott Ferguson, County Administrator</b>, met with a telecommunications company to discuss the fact that Kennebec County is currently paying for things that it does not use or equipment it does not have in some cases.</li> <li>➤ <b>Stephanie Schredder, County Executive Assistant</b>, aided in follow-up with the Towns and Cities of Kennebec County to receive status updates and send reminders of municipal tax payments for FY23.</li> <li>➤ <b>Art True, EMA Director</b>, produced an infectious disease policy that <b>Scott Ferguson, County Administrator</b>, is reviewing and will be presented to the Commissioners for their approval.</li> <li>➤ <b>Nancy Rines, Commissioner</b>, asks if there was a decision made about borrowing sick time and <b>Chris Brawn, Human Resources Director</b>, says that after the decision was made, a memo was produced to present the process of requesting borrowed sick time for the Jail. <b>Nancy Rines, Commissioner</b>, asks for a hard copy of the memo for review.</li> <li>➤ <b>Art True, EMA Director</b>, and <b>Scott Ferguson, County Administrator</b>, will be speaking with MMA about EMS fire and code enforcement which needs to be addressed at the local level.</li> <li>➤ There will be a meeting with NCEU (National Correctional Employees Union) on Nov 22<sup>nd</sup> to discuss union agreements.</li> <li>➤ A Digital Presence Group for Kennebec County has been formed which will include all the outward facing communication with the public.                         <ul style="list-style-type: none"> <li>• <b>Nancy Rines, Commissioner</b>, suggests that including a resource to an explanation of departmental services would be beneficial to the public.</li> </ul> </li> <li>➤ Reynolds Road in the Unorganized Territory of Unity is now finished. Special thanks to <b>Clark James, Casella Director of Operations</b>, for helping to manage the Reynolds Road project.</li> <li>➤ Longroad Energy has reached out to the County to propose improvements to Palmer Road in the Unorganized Territory of Unity.</li> <li>➤ There is an Asset Acquisition Policy that is being developed and will be presented to the Commissioners once a draft has been completed.</li> <li>➤ CHP (Correctional Health Partners) true-up will be handled in litigation.</li> </ul>	





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	<ul style="list-style-type: none"> <li>➤ <u>Office relocation of basement level Sheriff's Office staff in Hill House:</u> <b>George Jabar, Commissioner</b>, asks if there will be recommendations presented in the next Commissioner's meeting and <b>Scott Ferguson, County Administrator</b>, states that he will deliver recommendations and options via e-mail to the Commissioners next week.</li> <li>➤ <u>GoGov Public Notification Management Application:</u> This is a notification app from Kennebec County to communicate with the citizens of the County that is proposed by <b>Art True, EMA Director</b>. <b>George Jabar, Commissioner</b>, asks if it is this acceptable to purchase this application with ARPA funds and <b>Scott Ferguson, County Administrator</b>, states that he will consult with BerryDunn and Eide Bailey and examine the legal statutes to confirm funding possibilities for the expenditure.</li> </ul>	
Public Comments	<ul style="list-style-type: none"> <li>➤ <b>Joe Pietrosky, Kennebec County Commissioner Candidate</b>, asked why the focus for the recently opened ARPA grant applications was narrowed to the field of recovery and <b>Scott Ferguson, County Administrator</b>, states that the opening for grant funding came from a dissolved triad of awarded grantees that could no longer follow through with the originally promised deliverables because the scope had changed so drastically. The County had to retract their award and open up to new applicants. Recover was the preferred sector for allocation of the grant, but applications would be accepted and reviewed for other sectors as well.</li> </ul>	
Adjournment	<b>Regular meeting adjourned at: 1:47pm</b>	Approved 3-0
Executive Session	<b>Move to Executive Session at 1:55pm</b>	Approved 3-0
Adjournment	<p><b>Executive Session adjourned at 3:22pm</b></p> <p><b>Motion:</b> Lt. Corey Goodchild to receive \$3,500 as an employee recognition for his work during the COVID outbreak at the jail. This will be paid with ARPA funds.</p> <p><b>Motion:</b> Pursuant to MRS 30-A §501 (3)(A), in the interest of efficiency in County Government, fiscal prudence and sound financial management, that the County eliminate for the purposes of consolidation and reorganization, the positions which currently provide support to the Maine Prosecutors Association and MeDATS effective January 28, 2023, as the services provided by these positions are for the benefit</p>	<p>Approved 3-0</p> <p>Approved 3-0</p> <p>Approved 3-0</p>

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	<b>Discussion</b>	<b>Action</b>
	of all District Attorney Offices state-wide, and are therefore not for the exclusive benefit of the citizens of Kennebec County  <b>Meeting adjourned at 3:30pm.</b>	

Respectfully Submitted: Stephanie Schredder, Executive Assistant