

# *Kennebec County, Maine*

## County Commissioner's Meeting Minutes January 4, 2022



**Present:**

Patsy Crockett, Commissioner (Chair)  
 Nancy Rines, Commissioner  
 George Jabar, Commissioner  
 Scott Ferguson, County Administrator  
 Ken Mason, Sheriff  
 Al Morin, Chief Deputy

Corey Goodchild, Asst. Jail Admin.  
 Diane Wilson, Director of Deeds  
 Megan Dickey, Assistant HR Manager  
 Tom Doore, Deputy Treasurer  
 Cindi Ferguson CPA, Finance Director  
 Sean Goodwin, EMA Director

Art True, EMA Deputy Director  
 Kathy Ayers, Register of Probate  
 Devon Parsons, IT Director  
 Maeghan Maloney, Esq., DA

**Absent: Bryan Slaney, Jail Administrator**

	Discussion	Action
<b>Call to order</b>	12:00 pm	
<b>Minutes</b>	Motion and second to accept the minutes of December 21, 2021 & January 4, 2022	Tabled
<b>Human Resources</b>	<p><b>Megan Dickey:</b></p> <ul style="list-style-type: none"> <li>➤ During OSHA training it was mentioned that OSHA is enforcing COVID regulations and have collected over \$4 million dollars in penalties. Currently fines are \$13,653 per incident/ location/ employee. The Kennebec County COVID Policy is comprehensive and complies with the ETS.</li> <li>➤ We are currently at 85.7% (132) vaccination status and 14.3% (22) unvaccinated. This does not include 3 employees that work 100% remotely state DA IT support). We are doubling our efforts on employee notification on when testing will be held and the need to comply with the County Policy. We are instituting a late afternoon test time to accommodate the deputy's night shift.</li> <li>➤ Scott has asked me to work on collecting data for a retention/turnover purpose so we can get a grasp on what is happening and how we can work on retention. In 2021 we had 25 employees resign, 2 LE left to move out of state, 3 employees retired for a total of 30 employees gone in 2021.</li> </ul>	



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<b>District Attorney</b>	<b>Maeghan Maloney Esq., District Attorney:</b> <ul style="list-style-type: none"><li>➤ The Diversion Grant of \$10K was received and will be used for a diversion programs coordinator. Its purpose is to divert nonviolent offenders from overburdened courts and overcrowded corrections institutions to resources that will assist them to become more productive functioning members of society, so they don't end up back in the criminal justice system.</li><li>➤ We currently have an open position as a receptionist and getting this grant money will allow us to help give this position more responsibility.</li></ul>	
<b>EMA</b>	<b>Sean Goodwin, EMA Director:</b> <ul style="list-style-type: none"><li>➤ We have created space for a training room in the Deeds (/EMA) Building.</li><li>➤ We keep getting calls about PPE clothing and we are deferring people to the Maine CDC because we can't accommodate them. We have some PPE coming in from FEMA.</li><li>➤ We ordered some more Binax now test kits to have on hand if needed.</li><li>➤ The vaccine clinic is still going well at the Armory.</li><li>➤ The state is working on a testing site/vaccine site, and we will help if they need it.</li></ul>	
<b>Facilities</b>	<b>Dan Brunelle, Facilities Manager:</b> <ul style="list-style-type: none"><li>➤ We are down one employee who is out on paternity leave.</li><li>➤ The generator installation is ongoing. We failed the initial testing and the contractors are back to fix that. As of 30 minutes ago it was testing well. We are using 30% of the generators power which is where we want to be.</li><li>➤ We received a compliance letter from The Department of Labor and everything that was identified has been fixed.</li><li>➤ Otherwise, everything seems to be going well.</li></ul>	

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<b>Information Technology</b>	<b>Devon Parsons, IT Director:</b> <ul style="list-style-type: none"><li>➤ IMC rollover for the new year went successfully with no issues.</li><li>➤ KSO has its highest number of crash reports that was submitted to the State of Maine.</li><li>➤ Jason is working on the website changes with Scott but it is a slow process as it takes time on making changes to a website and testing the changes.</li><li>➤ Mike is working on upgrading the Probate PC's and only minor issues that he has worked on to fix.</li><li>➤ I am working on the patrol laptops for all of the changes needed and to keep up with the changes that are needed.</li></ul>	
<b>Probate</b>	<b>Kathy Ayers, Register of Probate:</b> <ul style="list-style-type: none"><li>➤ We have hearings all day tomorrow.</li><li>➤ Thursday at 1pm the commission is testifying on the states plan to take us over. I haven't finished the numbers, but this is the first full month of increasing out fees so we will be collecting more income.</li></ul>	
<b>Sheriff/Corrections:</b>	<b>Sheriff Ken Mason:</b> <ul style="list-style-type: none"><li>➤ On the law side of the house Deputy Carey has now left. I have somebody right in line to take over his position. Deputy Carey was a K9 Deputy with K9 Brock.</li><li>➤ We will welcome deputy Chris Walla. The statutory buyout is cheaper than paying overtime for coverage to send him to the academy. He has worked with K9 Brock in the past and we look forward to having him.</li><li>➤ We are not getting overwhelmed in intake.</li></ul>	

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	<p><b>Lt. Corey Goodchild, Asst. Jail Administrator:</b></p> <ul style="list-style-type: none"><li>➤ We currently have 128 inmates.</li><li>➤ We are hoping to get another training class started this month due to the number of new employees that can start.</li></ul> <p><b>Commissioner Rines:</b></p> <ul style="list-style-type: none"><li>➤ How is Covid in the Jail?</li></ul> <p><b>Lt. Corey Goodchild, Asst. Jail Administrator:</b></p> <ul style="list-style-type: none"><li>➤ We have no new positive tests and 10 infected with covid that will be coming out of quarantine on Friday.</li></ul>	
<p><b>Administrator:</b></p>	<p><b>Administrator Ferguson:</b></p> <ul style="list-style-type: none"><li>➤ I have been spending time gearing up for the budget. I will be meeting with Bob to discuss the budget process. I look forward to his insights.</li><li>➤ I have been going through a lot of old paperwork that was in the office most of which has been scanned to the network.</li><li>➤ DA Maloney and I have been discussing the Covid policy and the current CDC guidance around the 5 or 10 day return to work. For now, the policy will stand to protect our employees.</li><li>➤ We had department head meeting this week and I feel it went well. Many items were discussed from Personnel, to Appraisals, to Work Hours, to Financial Performance. Everyone was encouraged to participate.</li><li>➤ Supervisors must make sure that all FROI (First Report of Injury) goes to HR, regardless of seriousness of injury.</li><li>➤ HR should be engaged in all employee aspects.</li><li>➤ I plan to review the employee education policy.</li><li>➤ Tomorrow is the DA/DEEDS negotiations tomorrow at 9AM with Local 327.</li><li>➤ Bob is coming in tomorrow to go over budget things with me.</li><li>➤ RFP is out for the ARPA Consultant. Closes January 28, 2021, 4pm.</li></ul>	

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	<ul style="list-style-type: none"> <li>➤ HR Director position has been posted. The listing will close on January 14<sup>th</sup> 2022. At that time, we will look at the applicants, interview questions will be created and I will solicit department heads interview panel participation.</li> </ul>	
<b>Old Business/ Follow Up Items</b>	<b>03-25)</b> Motion and second to adopt the Kennebec County Education Assistance Policy	Tabled
<b>Warrants</b>	Warrants	Need to be signed
<b>Change of Status</b>	New hire, termination, step increases	Need to be signed
<b>New Business</b>	<p><b>Selection of Commissioner Chair</b></p> <ul style="list-style-type: none"> <li>➤ Commissioner Jabbar moved to select Commissioner Crockett as Chair.</li> <li>➤ Commissioner Rines seconded the motion</li> </ul> <p><b>Selection of EMA Director</b></p> <ul style="list-style-type: none"> <li>➤ Commissioner Rines moved to select Sean Goodwin as Director of EMA</li> <li>➤ Commissioner Jabbar seconded the motion</li> </ul>	<p>3 in favor, 0 opposed</p> <p>3 in favor, 0 opposed</p>
<b>Executive Session</b>	<p>Motion by Commissioner Rines seconded by Commissioner Jabbar to go into Executive Session in accordance with 1 MRSA §405-6-A to discuss a personnel issue.</p> <p>Into Executive Session at 1:17 PM.</p> <p>Out of Executive Session at 2:36 PM.</p>	<p>3 in favor, 0 opposed</p> <p>No action taken following Executive Session</p>
<b>Miscellaneous</b>		
<b>Adjournment</b>	Adjourned at 2:36 PM	3 in favor 0 opposed

Megan Dickey, Assistant Human Resources Manager