

# *Kennebec County, Maine*

## County Commissioner's Meeting Minutes January 18, 2022



**Present:**

Patsy Crockett, Commissioner (Chair)	Corey Goodchild, Asst. Jail Admin.	Art True, EMA Deputy Director
Nancy Rines, Commissioner	Diane Wilson, Director of Deeds	Devon Parsons, IT Director
George Jabar, Commissioner	Megan Dickey, Assistant HR Manager	
Scott Ferguson, County Administrator	Tom Doore, Deputy Treasurer	
Ken Mason, Sheriff	Cindi Ferguson CPA, Finance Director	
Al Morin, Chief Deputy	Sean Goodwin, EMA Director	

**Absent:** Maeghan Maloney, Esq., DA, Kathy Ayers, Register of Probate

	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>➤ First, I'd like to welcome back Capt. Slaney from paternity leave! We are all excited to have his back and thankful and appreciative of Lt. Goodchild for stepping up while Capt. was out.</li> <li>➤ As of 9AM 1/18/2022 we are at 87% vaccinated which is 134 employees and 13% unvaccinated employees which is 20. This is a 1.3% increase from January 4<sup>th</sup> 2022.</li> <li>➤ Kennebec County was selected by the Bureau of Labor and Statistics for mandatory participation in the Survey of Occupational Injuries and Illnesses for calendar year 2022 for correctional staff only. The data I will submit in January 2023 is aggregated with data from other establishments and used to identify injury and illness patterns among correctional institutions. We of course already keep track of injuries and illnesses as required by law so this will be easy enough to complete for the year.</li> <li>➤ We had one of the two new Deputies, Chris Wolongevicz, sworn in on</li> </ul>	

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	<p>1/11/2022 Sheriff can tell you more about that but just wanted to welcome him!</p> <ul style="list-style-type: none"> <li>➤ We are in week 3 of testing however testing was not held yesterday due to the holiday and will be held tomorrow from 8AM-10AM. We have <b><u>not had any positive test results</u></b> with the weekly testing for nonvaccinated employees.</li> </ul>	
<p><b>Treasurer</b></p> <p><b>Finance</b></p>	<p><b>Cindi Ferguson CPA, Finance Director:</b></p> <ul style="list-style-type: none"> <li>➤ We are 55% into FY 22 Budget.</li> <li>➤ General Fund is about \$9,000,000 all invested in the Insured Cash Sweep account with Kennebec Savings Bank. Recovery Cash Fund \$11,500,000 all invested in the Insured Cash Sweep account with Kennebec Savings Bank.</li> <li>➤ Investment Fund dropped about \$20,000 since the last meeting but it is consistent with the market. If you would like I can set up a meeting with our representative at the bank to go over our investments, so we all have an understanding what is going on.</li> <li>➤ <b>Commissioner Rines:</b> I think it would be a good idea.</li> <li>➤ <b>Chairwoman Crockett:</b> I agree that would be a good idea to meet since we haven't in a while and it's good to know how the accounts are being handled.</li> <li>➤ <b>Cindi Ferguson CPA, Finance Director:</b> Ok I can set that up.</li> <li>➤ We are planning to pay out the final vaccine incentive on February 4<sup>th</sup>, 2022, which looks to be about 25 more employees that will qualify.</li> <li>➤ We did get out workers comp invoice which went up less than \$1,000 for the year.</li> <li>➤ The audit has started, and Sandra and Tracie are working on getting the information they need.</li> <li>➤ There will be warrants that will need signing.</li> </ul>	
<b>Deeds</b>	<p><b>Diane Wilson, Deputy Register of Deeds:</b></p> <ul style="list-style-type: none"> <li>➤ We just sent a check for \$119,000 to the County this morning.</li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ <b>Administrator Ferguson:</b> Diane is going to reach out about getting sworn in. An email went to the Governors office to see what the Governor wants to do long term to get that all wrapped up.</li> <li>➤ <b>Chairwoman Crockett:</b> Do you have someone that can swear you in?</li> <li>➤ <b>Diane Wilson:</b> Yes, Beverly can.</li> </ul>	
<b>District Attorney</b>	<p><b>Maeghan Maloney Esq., District Attorney: Absent</b></p> <ul style="list-style-type: none"> <li>➤ <b>Administrator Ferguson:</b> Maeghan is speaking at a class at Colby and wanted me to report that they really like the new counter that was installed.</li> </ul>	
<b>EMA</b>	<p><b>Sean Goodwin, EMA Director:</b></p> <ul style="list-style-type: none"> <li>➤ We are still handling a few PPE calls</li> <li>➤ We have accomplished most of the tasks on the Deeds list</li> <li>➤ The Kennebec River had a little ice jam last week, but it didn't amount to anything. The ice shacks are out in Pittston and Randolph.</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>	<p><b>Dan Brunelle, Facilities Manager:</b></p> <ul style="list-style-type: none"> <li>➤ We had some pipes break, the heat pumps go down and the boiler go down due to a low-pressure switch over the weekend. We are working through it, August Fuel has been here with us through it and they have been great. I met with the insurance adjuster this morning to work on costs it will take a bit of time to complete it.</li> <li>➤ We got the buildings heated. We still have about 3 heat pumps that need to be worked on.</li> <li>➤ Thank you to EMA for being extremely helpful and not afraid to step up and be helpful and helping wherever needed.</li> <li>➤ The water softener for the jail has been ordered. The garage doors for the Sally Port will be coming in.</li> <li>➤ <b>Commissioners Rines:</b> How did you discover the burst pipes.</li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ <b>Sheriff Mason:</b> I got a call about 10PM from patrol deputies who discovered the leaking pipes.</li> <li>➤ <b>Administrator Ferguson:</b> Dan, Billy, Mike and Augusta Fuel has been here, and I want to thank them and the Deputies- I really appreciate them because they really minimized the damage that could have happened.</li> </ul>	
<b>Information Technology</b>	<p><b>Devon Parsons, IT Director:</b></p> <ul style="list-style-type: none"> <li>➤ Jason is still doing all the website changes.</li> <li>➤ Mike is working on upgrading the PC's and only minor issues that he has worked on to fix.</li> <li>➤ I am working on the patrol laptops for all changes needed.</li> </ul>	
<b>Probate</b>	<b>Kathy Ayers, Register of Probate: Absent</b>	
<b>Sheriff/Corrections:</b>	<p><b>Sheriff Ken Mason:</b></p> <ul style="list-style-type: none"> <li>➤ Our newest Deputy was sworn in 01/11/2022 and will start with us 1/24/2022.</li> <li>➤ Lt. Read and I are meeting via zoom with the Manchester Town Manager and Fire Chief to talk about some of our radio equipment on the Granite Hill tower to give us more coverage. This will benefit not only Manchester but also the entire County.</li> <li>➤ <b>Commissioner Rines:</b> Can we get an update on the vaccination and policy on testing if they are not vaccinated in regards to compliance with the Sheriff's office?</li> <li>➤ <b>Megan Dickey:</b> We have not had testing begin this week, it will be held tomorrow between 8-10AM and then we will have a better idea of the compliance.</li> </ul> <p><b>Capt. Slaney, Jail Administrator:</b></p> <ul style="list-style-type: none"> <li>➤ I want to echo what Megan Dickey said and thank Lt. Goodchild for the hard work put in in my absence.</li> <li>➤ To answer Commissioner Rines question in regards to where we are with our</li> </ul>	

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	<p>vaccination and testing policy we have 8 staff members that are not vaccinated but all in compliance as far as I know.</p> <p>➤ We met with the CDC this morning about our outbreak status. We are moving in the right direction and haven't had a positive case in 3 weeks from employees or inmates already in the facility.</p>	

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<b>Administrator:</b>	<b>Administrator Ferguson:</b> <ul style="list-style-type: none"> <li>➤ Every time I reach out to Dan, he is very responsive.</li> <li>➤ Risk Management has been contacted to see what is going to be covered as a result of the ruptured heating pipes.</li> <li>➤ I visited Probate to discuss issues space issues at Probate. We have a lot of unused space that we should repurpose like we did at the Deeds building.</li> <li>➤ February 2<sup>nd</sup> is the software demo for the Human Resources and Finance systems. I am extending an invitation to other Counties and Towns.</li> <li>➤ RFP is out for the ARPA Consultant. Closes January 28, 2021, 4pm.</li> <li>➤ HR Director position closed on January 14<sup>th</sup>, 2022. I will look at the applicants, interview questions will be created, and I will solicit department heads interview panel participation.</li> <li>➤ Anthony Wilson, Belgrade Town Manager and Ole Amundsen, KVCOG Executive Director, are here to discuss the need for Code Enforcement Officers and to discuss a possible partnership with the County to provide Code Enforcement. The discussion was turned over to Town Manager Wilson and Executive Director Amundsen. More to follow.</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 for updated policy.
<b>Warrants</b>	Warrants	Signatures required
<b>Change of Status</b>	Payroll Change Notices	Signatures required
<b>New Business</b>	<ul style="list-style-type: none"> <li>➤ <b>DocuSign for Signatures:</b> proposal to use electronic signatures to speed up warrant processing</li> <li>➤ <b>Covid Policy Update:</b></li> <li>➤ <b>Historical Society:</b> Conveyance (deed over) the 1857 Jail Bond certificate to the Historical Society.</li> <li>➤ <b>Approval of RHR Audit/ Finance Services Engagement Letter:</b></li> </ul>	Tabled for consideration  Tabled for consideration. 3 in favor, 0 opposed  3 in favor, 0 opposed

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<b>Executive Session</b>	Motion by Commissioner Jabbar seconded by Commissioner Rines to go into Executive Session in accordance with 1 MRSA §405-6-A to discuss a personnel issue.  Into Executive Session at 1:30 PM.  Out of Executive Session at 2:30 PM.	3 in favor, 0 opposed    No action taken following Executive Session
<b>Miscellaneous</b>		
<b>Adjournment</b>	Adjourned at 2:30 PM	3 in favor 0 opposed

Megan Dickey, Assistant Human Resources Manager