

Kennebec County, Maine

County Commissioner's Meeting Minutes April 5, 2022



Present:

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	Devon Parsons, IT Director
Al Morin, Chief Deputy	Sean Goodwin, EMA Director	Dan Brunelle, Facilities Manager

Absent:

	Discussion	Action
Call to order	12:02 PM	
Minutes	Motion and second to accept the minutes of March 15, 2022	Approved 3-0
Human Resources	<p>Megan Dickey:</p> <ul style="list-style-type: none"> ➤ Chris Brawn started yesterday! We attended the department head meeting April 4th, 2022, and Chris got to meet most of the department heads and their “number twos”. ➤ I completed a fact-finding interview with MDOL on April 4th, 2022 and have another one on April 7th, 2022. ➤ We had a VWA leave the DA office and we conducted interviews for the open VWA position. Someone within the DA office received the job so we then posted for the legal secretary position and that is currently still open. ➤ I posted the Executive Assistant position and we have started to get applications for that position. ➤ I have been busy with confidential personnel matters and have spent a good amount of time working with employees to assist with their concerns. 	

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Treasurer	<p>Tom Doore, Treasurer:</p> <ul style="list-style-type: none"> ➤ We are about 75% into FY 22 Budget. ➤ General Fund is \$5,558,000 all invested in the Insured Cash Sweep account with Kennebec Savings Bank. Recovery Cash Fund \$11,025,000 all invested in the Insured Cash Sweep account with Kennebec Savings Bank. Our Investment Fund at the close of business yesterday had \$2,043,000 (face value of \$2,104,000) which is down about \$22,000 since last meeting. ➤ \$1000-\$2,000 more than last year due to NACO & MCCA ➤ There will be two regular warrants and 1 restitution warrant requiring signatures. 	
Finance	<p>Cindi Ferguson, CPA, Finance Director:</p> <ul style="list-style-type: none"> ➤ Tracie Lesperance put in her notice after the commissioners meeting two weeks ago. She has her Bachelor of Science in Criminal Justice and has accepted a position in Florida where she will be utilizing her degree and passion. ➤ We posted and interviewed for the Finance Manager position and am excited to announce that Lisa Bryant will be coming on board around April 15th 2022. Lisa was the Finance Director for the Town of Jay for 24 years and I have found her very easy to work with. ➤ Administrator Ferguson: She also has federal grant experience and very well versed on governmental accounting. ➤ Cindi Ferguson: We are currently working on the audit for fiscal year 2021 which ended last June. I have motions to transfer funds for that fiscal year out of the reserve fund balance set aside for this. ➤ Commissioner Rines: Reading of motions (attached and voting record at the end of the meeting minutes). 	
Sheriff/Corrections:	<p>Sheriff Ken Mason:</p> <ul style="list-style-type: none"> ➤ Sheriff Morton of Penobscot County is very thankful for our help with housing inmates. ➤ Our K-9 Deputy is training with the dog, the K-9 knows what to do and the Deputy is learning and working with the K-9. 	

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	<ul style="list-style-type: none"> ➤ Chairwoman Crockett: Can you put the dogs together once they are trained? ➤ Sheriff Ken Mason: They can work together but they must be kept separate. ➤ INMAR has provided us with boxes, bags, and shipping labels for drug take back similar to what we would do but at no cost to the County. ➤ 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. <p>Lieutenant Corey Goodchild:</p> <ul style="list-style-type: none"> ➤ Jail population is at 122 in house, and we are still housing 5 inmates for Penobscot. We take inmates that are willing to work. ➤ Commissioner Jabar: Does that shorten their sentence? ➤ Lieutenant Corey Goodchild: We keep track of the Penobscot inmates work hours in the kitchen and send it to their attorneys so they attorneys can do what needs to be done with it. ➤ We have 1 active case of covid we are out of outbreak status. 	
District Attorney	<p>Maeghan Maloney Esq., District Attorney:</p> <ul style="list-style-type: none"> ➤ There is a new piece of legislation that allows children being able to testify remotely. They have the research on what it does to children who has to testify in court. I have been working with Christie the criminal clerk at the court to get this set up. Christie has been phenomenal in this project. We have already identified a case that it will be necessary. ➤ We have docket call today and yesterday. ➤ Jury selection tomorrow and Thursday. Jury trials every month now. We want to fill up all the days and we are prepared to. ➤ We hired inhouse for the Victim Witness Advocate position and now will need to hire for a Legal Secretary. Pay is an issue for hiring for this position, we have not had any applicants with experience. We are lucky we have such committed employees who are willing to stay. 	

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	<ul style="list-style-type: none"> ➤ My son Collin, 15, asked my husband and I to take him to an Olympic tryout and we went ahead and did it for him. We were really surprised 6 days later that they chose him to be in the program. He was tested by the head coach of Columbia Rowing. He's the first athlete in our family. ➤ Commissioner Jabar: A very good friend of ours, child just went through this program I should connect you guys. 	
Information Technology	<p>Devon Parsons, IT Director:</p> <ul style="list-style-type: none"> ➤ IT operations are going well. ➤ We have been helping HR move in the new office. ➤ We have also been working on the Deeds systems, it's a slow process due to the number of images that are on the computers. ➤ A fake email went out yesterday. Luckily it was during working hours and employees caught it and we were able to put notice out to everyone not to follow the email. ➤ We had a walk-through last week for the key cards and locking mechanisms with Johnson Controls and unfortunately, it's out of date. Some of the parts of this system is over 30 years old. It's a very complicated system which has to work with mechanical locking systems, with control, with maintenance, with the camera systems. ➤ Commissioner Rines: do you think we are going to need to spend on this is fiscal year 2023? ➤ Devon Parsons: probably sometime in the future. 	
Deeds	<p>Diane Wilson, Registrar of Deeds:</p> <ul style="list-style-type: none"> ➤ For the month compared to March 2021 we are down \$10,000 but year to date we are up \$23,000. ➤ EMA has been very helpful to our department. ➤ We got the books back from Kofile. ➤ Commissioner Rines: How do they look? ➤ Diane Wilson: They look fabulous, you should come see them. 	
EMA	<p>Sean Goodwin, EMA Director:</p> <ul style="list-style-type: none"> ➤ We have been busy with projects going on, some for EMA, some are Deeds projects, and we know Dan is busy, so we don't mind helping. 	

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	<ul style="list-style-type: none"> ➤ The antennas are working well. As it turns out we are doing really well. We have one more antenna to put on the roof. Art, do you want to give them context? ➤ Art True: We were able to reach someone in the Middle East. ➤ We have a zoom call Friday with FEMA AND MEMA on mitigation. We are going to push back because if you make the plan too complicated, they are going to look elsewhere which sends the symbol that we are not doing our job. ➤ Sean Goodwin: The town manager and the fire chief don't see reason to replace the Giles Rd Bridge because there is another route right around the corner that can be taken easily. Art and I looked into mitigation money for them but there is nothing we can do there. ➤ Chairwoman Crockett: Thank you guys for looking into it. 	
Facilities	<p>Dan Brunelle, Facilities Manager:</p> <ul style="list-style-type: none"> ➤ With regard to Johnson Controls, that is in the very beginning of looking into it. ➤ Landscaping is going to be starting soon. Unfortunately, Officer Matthews doesn't have any trustees that can help outside right now due to Covid so it will be a little harder to get that done along with everything else. ➤ HVAC needs servicing, I have Augusta Fuel looking into it. It is full of scale build up and it needs to be taken apart and cleaned well so it doesn't travel up into the systems. ➤ I am meeting with a contractor on Thursday to look at the chimneys. We are at the point where we need those serviced, they are a hazard at this point. ➤ Jail roof is causing a lot of problems right now. Roof pieces are coming off into rec yard which is dangerous to inmates and if they get it for weapons. I don't know the historical aspect of replacing the roof is. ➤ Chairwoman Crockett: I wonder if the historical society would help pay for it? ➤ Dan Brunelle: I am not sure that is a little out of my jurisdiction. ➤ Has there been any discussion on what is happening with the weathervane? ➤ Chairwoman Crockett: Maybe the State Museum would want it ➤ Commissioner Rines: That's a great idea. 	

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	<ul style="list-style-type: none"> ➤ Dan Brunelle: Electric upgrade is almost complete. They have done a great job and found a lot of errors that have been fixed. 	
Probate	<p>Kathy Ayers, Register of Probate:</p> <ul style="list-style-type: none"> ➤ Bill LD1950 hasn't gone anywhere. ➤ Bill LD 1900 to change the procedure for a name change has gone through the Senate and will head to the Governor's desk. ➤ Getting rid of the publication requirement will have an affect our revenue because it will mean we are no longer collecting a publication fee. ➤ We will have an increase in revenue for the County due to the increase is fees. We have a projected revenue of \$300,000. ➤ Next month we are having a meeting with Vital Statistics on what they need from us on name changes and what they need from us for death certificates. They believe we will be able to file electronically eventually as well. ➤ 	
Administrator:	<p>Administrator Ferguson:</p> <ul style="list-style-type: none"> ➤ ARPA - I had the weekly status call with BerryDunn. They are goning through applications and doing completing a risk assessment on the applications right now to see if they are eligible. ➤ Steve Daly wants to meet and discuss Waterville and the Lockwood project. ➤ LD1 Submissions - Vienna and Wayne are still pending. ➤ Budget - We had a virtual Budget Meeting to figure out times and locations for the Budget Meetings. I would request the Commissioners move the budget forward to the Budget Committee. ➤ Commissioner Jabar: We appreciate what you've done and what you are doing, and the long hours you've put in. We appreciate how detail orientated you are. Motion to present this scenario to the budget committee. ➤ Commissioner Rines: I'd like to see it lower. When you distribute those that could be part of the message. ➤ Personnel – I am reviewing the Local 327 contract which they have asked me to redline and update. We also met with the Fraternal Order of Police (Sheriff). They presented their proposals for the 	Approved 3-0

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	<p>upcoming contract. Once I have reviewed it, and annotated the contract, I will forward to Commissioner Rines.</p> <ul style="list-style-type: none">➤ Hill House – the floors were redone in the new HR office and the Large Conference Room on the first floor. I have asked the Facilities folks to make sure all chairs have rubber tips on them to protect the floor. I feel we got to these floors just in time.➤ MCCA sent a request over to Commissioner Liberty on the reserve fund, which I followed up on. It will take a few weeks to get the funding due to state processes. There is more reserve funding which I plan to ask for.➤ Judiciary is directing Dan (Facilities) to do projects in the old courthouse; I don't believe they have the authority to do so; it is a county building. I will be looking into this agreement➤ The jail has been asked to report monthly on key measures; ADP, per capita, overtime, programs (number of participants, graduates, etc.).➤ HR/ Finance has been asked for Overtime information to be reviewed in the context of the budget to make sure we are on track.➤ Rural patrol, while mentioned to CJPSC(Criminal Justice Public Safety Committee), there has been no further correspondence. The State Police did as Kennebec County if any Deputies were in the budget to compensate the State Police mission change to move away from rural patrol; answer, no. Three deputies have already been added to the Sheriff's ranks to accommodate this change several years ago, with no funding from the State. This is an unfunded mandate. In the State Supplemental the State Police are getting 18.5 positions (\$3.6M) for other activities.➤ Angus King has solicited interest in Congressionally Directed Spending (CDS). I think there might be an application to the security concerns at the court. I am looking into possible funding.➤ SAMs Number – we have had difficulty with the Federal Service Desk in reinstating our SAMs number, which will be replacing Dunns. To further complicate things they are now calling it UEI(Unique Entity Identifier).	

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	Discussion	Action
Old Business/ Follow Up Items	➤ ARPA Update – previously discussed	Tabled
Warrants	Warrants	Signatures required
Change of Status	Payroll Change Notices	Signatures required
New Business	<ul style="list-style-type: none"> ➤ Corrections Recognition – Sheriff Mason - Corporal Rhodes promotion to Sergeant. Sergeant Rhodes was pinned by Chaplain Anderson and his fiancée. ➤ Chris Brawn, Human Resources Director, was welcomed to her second day with the County. We are glad she is on board. ➤ Sheriff – New Drug Take Back Boxes, mentioned above. ➤ Finance Motions, mentioned above 	
Miscellaneous	Nothing at this time	
Finance Motions	<ul style="list-style-type: none"> ➤ Motion to transfer \$54,000 from the FY21 Committed Fund Balance-Blue Pin Buyout to Line 1075-4941 Sheriff -Blue Pin Buyout ➤ Motion to transfer \$100,000 from the FY21 Contingency Fund to Line 1075-3105 Sheriff Deputies. ➤ Motion to transfer \$6,593.56 from the Committed Fund Balance-Unfunded Payroll Liability to Line 1075-3105 Sheriff Deputies. ➤ Motion to transfer \$33,406.44 from the Committed Fund Balance-Unfunded Payroll Liability to Line 1075-3204 Sheriff-Departmental Overtime. ➤ Motion to transfer \$100,000 from Unassigned Fund Balance as of 06-30-2021 to the Contingency Fund. 	<p>Approved 3-0</p> <p>Approved 3-0</p> <p>Approved 3-0</p> <p>Approved 3-0</p> <p>Approved 3-0</p>
Public Comments	➤ No comments from the Public	
Executive Session	No executive session	
Adjournment	Adjourned at 1:30 PM	3 in favor 0 opposed

Respectfully Submitted:
Megan Dickey, Assistant Human Resources Manager