

Kennebec County, Maine

County Commissioner's Meeting Minutes May 3, 2022



Present:

Patsy Crockett, Commissioner (Chair)	Diane Wilson, Registrar of Deeds	Art True, EMA Deputy Director
Nancy Rines, Commissioner	Dan Brunelle, Facilities Manager	Megan Dickey, HR Administrator
Scott Ferguson, County Administrator	Chris Brawn, HR Director	Kathy Ayers, Register of Probate
Ken Mason, Sheriff	Maeghan Maloney, Esq., DA	Tom Doore, Treasurer
Al Morin, Chief Deputy	Cindi Ferguson CPA, Finance Director	Devon Parsons, IT Director
Corey Goodchild, Asst. Jail Admin	Sean Goodwin, EMA Director	

Absent: George Jabar, Commissioner

	Discussion	Action
Call to order	12:00 PM	
Minutes	Motion and second to accept the minutes of April 19, 2022	Approved 2-0
Human Resources	<p>Chris Brawn, Human Resources Director:</p> <ul style="list-style-type: none"> ➤ High-level review of our organizational structure and started creating org charts. ➤ A review of our hiring process has been done and we've made some changes to ensure compliance and continuity across the county. All formal Conditional Offers of Employment will now come from HR (in writing) and background checks will be done on all employees regardless of position. Corrections and the Sheriff's office will still complete their own, but HR will be doing all others. ➤ We've asked the departments to ensure we are following OSHAs requirements for hourly employees to take a meal break within 6 hours of an 8-hour shift. ➤ Last week, I met with a retirement group plan advisor and will be meeting with Scott later this week on suggested options regarding all our plans collectively. ➤ We have a temp here, Kelly, who is helping us get all our historic and current files scanned and digitized. She is moving through much faster than expected and doing a great job. ➤ We worked on putting words to our Mission, Vision, and Values as a County. This helps employees understand why they are doing the work they are and provides a roadmap and guidance for decisions made. 	

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	<ul style="list-style-type: none"> ➤ MeDSP is starting Friday May 6th 2022 with 32 participants. ➤ CARA is starting June 13th 2022 and we are working with the District Attorney's Office to get participants in the program. ➤ We have 4 interviews scheduled for this afternoon and we are hopeful after have 3 no shows for interviews Friday. Megan Dickey in HR has been posting for our open positions and sending us the information to get interviews scheduled. 	
District Attorney	<p>Maeghan Maloney Esq., District Attorney:</p> <ul style="list-style-type: none"> ➤ We have docket call this week. ➤ We have Jury selection Thursday. ➤ We are fully staffed! ➤ LD 1604 didn't pass (Bill to decriminalize class c crimes). Since Covid began prosecutors were told to dismiss these so now that the Bill didn't pass it will create a larger backlog now that we will be prosecuting these cases again. ➤ Commissioner Rines: Is the State full staffed with judges? <ul style="list-style-type: none"> ○ Maeghan Maloney: I am not sure you would have to ask the state. Either way we are ready to go. ○ Commissioner Rines: So they just need to open back up. ○ Maeghan Maloney: Correct. 	
Information Technology	<p>Devon Parsons, IT Director:</p> <ul style="list-style-type: none"> ➤ IT operations are going well. ➤ Working to hopefully finished up Deeds for the computer systems upgrade ➤ Working on the Sheriff's department file server once deeds is completed for a change over ➤ Got the fiber optic cable for the underground run, but it is the wrong type, so now I have to wait to receive the correct type. 	
Deeds	<p>Diane Wilson, Registrar of Deeds:</p> <ul style="list-style-type: none"> ➤ For the month of April we are down 10,000 from April 2021. ➤ Year to date we are still up \$13,000 from last year. ➤ When I make the payment to the County on April 15th we will have paid over \$1,000,000 so far this year with 2 months left in this fiscal year. 	

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EMA	<p>Sean Goodwin, EMA Director:</p> <ul style="list-style-type: none"> ➤ We are still waiting for a paperwork for FEMA for the generator. ➤ The mitigation plan was rewritten. ➤ Art and Devon are doing the new CPU's (computer) so that's great there's no cost to the County. ➤ Chairwoman Crockett: And landscaping? <ul style="list-style-type: none"> ○ Sean Goodwin: Yes, to help with cooling the building we are looking into getting some shrubs and trees planted to block the sun. ➤ Commissioner Rines: You should talk to the extension about that and see what they can do to help. <ul style="list-style-type: none"> ○ Art True: That is definitely an option. ○ Scott Ferguson: I want to thank EMA for all their help with moving some things as well. 	
Facilities	<p>Dan Brunelle, Facilities Manager:</p> <ul style="list-style-type: none"> ➤ The underground tank is being dug up right now. The electrician will be running lines in the ground as well as Devon to prevent digging up the parking lot multiple times. ➤ I spoke with Robert Overton at Historic Building Preservation of Augusta on the roof and the chimneys. ➤ Chairwoman Crockett: Did you talk to him? <ul style="list-style-type: none"> ○ Dan Brunelle: Yes and he was receptive to changing the roof but had to look more into the chimneys. ○ Chairwoman Crockett: How many chimneys are there? ○ Dan Brunelle: There are 7 total ○ Commissioner Rines: How far back are they looking because we have old photos on our magnets that do not have those chimneys. 	
Probate	<p>Kathy Ayers, Register of Probate:</p> <ul style="list-style-type: none"> ➤ We have already met our yearly revenue. ➤ The State Judge will come with a Court Marshall, a law clerk, and a scheduling employee that will do all the scheduling. We would be sharing a judge with Somerset County. We will still take on the cases and the reporting. 	

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	<ul style="list-style-type: none"> ➤ The Legislation LD 1950, the bill to incorporate the Probate Court into the State Judicial System and LD 480 which is the bill regarding attorneys for all Respondents in Adult guardianships and Conservatorships both were voted for and sent to the Special Appropriations table where they were not taken off to vote Ought not to pass or funded. ➤ I completed a webinar on for the Genealogical Society of Maine. 	
Administrator:	<p>Administrator Ferguson:</p> <ul style="list-style-type: none"> ➤ Going to Unity Friday to discuss Reynolds Road road paving. ➤ Discussions with CGI regarding the Digital Video regarding the update of the video tour on the County website. ➤ Upcoming Budget Public Hearings May 10th at the Chace Forum in Waterville and here at the County on May 11th. All Budget Committee members have be advised several times about these meetings and Public Notices have been sent over the prior two weeks. ➤ Software Conversion – kickoff call with EdmundsGovTech. ➤ Jail – will be meeting with Bryan to discuss the \$375K CHP. ➤ Jail Bill – several questions from other counties concerning the \$1.9M. ➤ FOAA working on several requests with Peter Marchesi. ➤ FOP – in discussion with the union representatives, suggestion a different way of looking at what they need/ want. ➤ 911 Addressing – Appoint Art True as the County Addressing Officer ➤ Jon Beekman’s request to change the tax collection to three times a year. Scott will draft a response for Commissioner approval reflecting that there will be no change in the tax remittance frequency of the local municipalities to the County. 	Approved 2-0
Old Business/ Follow Up Items	<ul style="list-style-type: none"> ➤ ARPA Update – BerryDunn review of applications providing an overview of the current applications, where they comply with the Treasury Rule and their ranking. 	Tabled
Warrants	Warrants	Signatures required
Change of Status	Payroll Change Notices	Signatures required
New Business	<ul style="list-style-type: none"> ➤ FY23 Budget Committee Update (see above comments). 	
Miscellaneous	Nothing at this time	

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Public Comments	➤	
Executive Session 4/27/2022	Motion by Commissioner Rines seconded by Chairwoman Crockett to go into Executive Session in accordance with 1 MRSA §405-6-A to discuss a personnel issue. Into Executive Session at 11:00 AM. Out of Executive Session at 12:00 PM.	No action taken
Adjournment	Adjourned at 1:05 PM	2 in favor 0 opposed
Motions		

Respectfully Submitted: Megan Dickey, Human Resources Administrator