

Kennebec County, Maine

County Commissioner's Meeting Minutes October 4th, 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
 Cindi Ferguson CPA, Finance Director
 Lisa Bryant, Finance Manager
 Kathy Ayers, Register of Probate
 Devon Parsons, IT Director

DA Meaghan Maloney, Esq
 Dylan Gagne, Sergeant
 Lance Blackstone, Corporal
 Bobby Adams, Maintenance Technician
 Megan Dickey, HR Administrator
 Scott Ferguson, County Administrator
 Stephanie Schredder, EA

Absent: Captain Bryan Slaney, Jail Administrator; Jason Decker, EMA Deputy Director, Al Morin, Chief Deputy Sheriff, Corey Goodchild, Asst. Jail Administrator, Kurt Karlsson, Programs Coordinator, Diane Wilson, Register of Deeds

	Discussion	Action
Call to order	12:02pm	
Minutes	A motion is made by Nancy Rines, Commissioner , and seconded by George Jabar, Commissioner to accept the minutes of September 20th, 2022.	Approved 3-0
Human Resources	<p>Chris Brawn, Human Resources Director:</p> <ul style="list-style-type: none"> ➤ There is an update to the (PCN) Payroll Change Notice form. The changes to the form are highlighted on the example copies given to the Commissioners and the previous excel PCN is attached. This PDF form will now be fillable and have the ability to be signed electronically for ease of workflow. ➤ Implementation of the time clock system continues. Human Resources has an in-person training scheduled next week for all Kennebec County supervisors. The official activation date is scheduled for the Jail after January 1st, 2023, and the other departmental implementation will follow. ➤ Human Resources is starting implementation of the Edmunds GovTech system. Updated contact information is requested. ➤ Through the MCCS Workforce Compact, Kennebec County has been approved for a total of \$14,426 in funding which includes an additional increase of \$3,427 in the last two weeks. In 2023, Kennebec County will be awarded \$600 per employee for training. 	

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	<ul style="list-style-type: none"> • There was a question about the Jail Medical Health Partners expenditure, and it was determined that further research would be done before the funds would be released. <p>Cynthia Ferguson, CPA, Finance Director:</p> <ul style="list-style-type: none"> ➤ Request for approval for transfer of \$127,623 from fund balance to FY23 to cover the increased cost of the new Sheriff's deputy contract. ➤ George Jabar, Commissioner, makes a motion to approve the transfer, and Nancy Rines, Commissioner, seconds the motion. 	Approved 3-0
Sheriff/Corrections	<p>Ken Mason, Sheriff:</p> <ul style="list-style-type: none"> ➤ Request to submit the RFP (Request for Proposal) to continue work with MRS (Maine Revenue Service). <ul style="list-style-type: none"> • Nancy Rines, Commissioner, motions to accept the submission of the RFP for services and George Jabar, Commissioner, seconds the motion. ➤ Request for Commissioner approval and signature to receive the Kennebec County Sheriff's Department Byrne JAG (Justice Assistance Grant), which is managed by Augusta Police Department. Kennebec County will receive \$4,900.79. <ul style="list-style-type: none"> • Nancy Rines, Commissioner, moves to accept the grant as presented, George Jabar, Commissioner, seconds the motion. ➤ Request for approval of a Federal DEA MOU (Memorandum of Understanding). <ul style="list-style-type: none"> • Nancy Rines, Commissioner makes a motion to approve and George Jabar, Commissioner, seconds the motion. ➤ Total Jail population is 133. 	<p>Approved 3-0</p> <p>Approved 3-0</p> <p>Approved 3-0</p>
District Attorney	<p>Maeghan Maloney Esq. DA:</p> <ul style="list-style-type: none"> ➤ There are 2 law court briefs due on Friday. ➤ There will be jury selection on Thursday. ➤ Maeghan Maloney Esq., DA extended gratitude to Justice Jabar for swearing in an attorney. ➤ The ability to pick juries has been reinstated. 	
Probate	<p>Kathy Ayers, Probate Register:</p> <ul style="list-style-type: none"> ➤ Kathy Ayers, Probate Register, provides financial reports to the Commissioners for the months of July and August 2022. 	

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	<ul style="list-style-type: none"> ➤ Last week, David Paris, Sagadahoc County Judge of Probate, presided for emergency hearings in the absence of Elizabeth Mitchell, Kennebec County Judge of Probate. ➤ Attorneys for Probate continue to be in short supply. <ul style="list-style-type: none"> • Probate is now adding failed court attempts on the docket when an attorney is unavailable for a case. • Patsy Crockett, Commissioner Chair, confirms that the State of Maine is going through the same shortage of attorneys for their criminal justice court hearings and that the State has passed approval to fund a raise for attorneys to promote recruitment. 	
Information Technology	<p>Devon Parsons, Information Technology Director:</p> <ul style="list-style-type: none"> ➤ Operations are going well. ➤ IT continues to work with Facilities on outfitting the server room with an HVAC system. Many parts for the system are on backorder and therefore delaying the project all together. ➤ IT recently informed Kennebec County Staff of a Situational Awareness cybersecurity alert that centered around hackers viewing computer screens through the reflections on eyeglasses via webcams. ➤ IT is currently working with Kennebec County Sheriff's Office Patrol to update their laptops incorporating and working around vehicle constraints. ➤ Over the weekend, there was a bot trying to access laptops that was successfully blocked. ➤ Devon Parsons, IT Director, is out next week. Jason Blanchard, Assistant IT Director, will take charge of the IT department in his absence. 	
Registry of Deeds	<p>Diane Wilson, Register: Not present.</p>	
Emergency Management Agency	<p>Art True, Emergency Management Agency Director:</p> <ul style="list-style-type: none"> ➤ Art True, EMA (Emergency Management Agency) Director, requests the disposal of the donated utility vehicle previously mentioned in the last Commissioner's meeting. <ul style="list-style-type: none"> • The County is currently in the process of developing an asset disposition policy that will dictate the process in which an asset can be disposed of. • There will be another vehicle that needs disposal soon. 	

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	<ul style="list-style-type: none"> • George Jabar, Commissioner, mentions that in the past, asset disposal was enacted with sealed bid process. • Patsy Crockett, Commissioner Chair, queries about possible charity organizations that could use the vehicle donation and it was determined that the vehicle in question was in too poor of condition and would not be helpful to any organization as a donation. • Tom Doore, Treasurer, offers to haul and salvage the utility vehicle and will work with Art True, EMA Director, and Scott Ferguson, County Administrator, to determine valuation and disposal process to bring to the next meeting for approval by the Commissioners. ➤ Many ongoing issues are still being examined and analyzed by EMA and several plans and policies are being developed to present to the Commissioners to remedy these issues. ➤ Nancy Rines, Commissioner, inquires if the opioid settlement would fund EMS (Emergency Medical Services) training and development, and Art True, EMA Director, confirmed that the funding could not be used to train <i>new</i> first responders, but it could contribute to the development and training of existing first responders in narcotic and addiction related training. <ul style="list-style-type: none"> ○ Scott Ferguson, County Administrator, says that the funds awarded by the opioid settlement can be used towards the CARA (Criminogenic Addiction and Recovery Academy) program being utilized in the Kennebec County Jail. ➤ First aid kits arrived and were distributed yesterday for the County government buildings and 3 more AED (Automatic External Defibrillator) devices have been ordered for the County as well. ➤ Reimbursement funding for EMA performance has been approved by the State of Maine and goes into effect on October 1st which gets 50% reimbursements on expenditures. ➤ Art True, EMA Director, presents a new proof-of-concept project called “MD3/EMS Physicians” which would place licensed physicians in specially equipped EMS vehicles to arrive on-scene in emergencies to prevent overcrowding of hospital emergency rooms and provide expedient advanced care to those who need it at home when there is no other option. The logistics of that project are in the process of development and will be presented to Commissioners for approval. 	

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<p>Facilities</p>	<p>Facilities Director Brunelle:</p> <ul style="list-style-type: none"> ➤ Facilities continues to work on repairing the chimneys on County buildings and has completed the work on the largest chimney on Hill House. ➤ Seasonal heating systems maintenance is now taking place along with other necessary winterization processes to ready the County buildings for the Winter. ➤ Patsy Crockett, Commissioner Chair, asks for an update on the flooding in the basement foundation and how it will be remedied. Dan Brunelle, Facilities Director, explains where the detrimental weak points are located and how they will be fixed to avoid flooding during heavy rains in the future. ➤ Patsy Crockett, Commissioner Chair, mentions the outstanding paint color on the newly painted entrance door to the Hill House, and Dan Brunelle, Facilities Director, assures the Commissioners that the paint color will be corrected within the near future. ➤ A new entryway directional sign has been installed for the Civil Division/Sheriff's Department. 	
<p>Administrator</p>	<p>Scott Ferguson, County Administrator:</p> <ul style="list-style-type: none"> ➤ A tax abatement appeal letter and materials have been submitted for the approval of the Commissioners for two properties in West Gardiner. The Commissioner agree to a hearing on November 1st to examine the appeal. ➤ Nancy Rines, Commissioner, will be representing the Commissioners at the state claims. ➤ There was a Department Head meeting yesterday to share updates and current events internally within the County and to establish a few sub-groups: <ul style="list-style-type: none"> ○ IT Digital Presence Group: This group will be formed to improve the digital presence of the county. ➤ Communications Group: There are 5 different types of communication vendors we are using, and it would be beneficial and more efficient for the County to consolidate the vendors. ➤ CHP (Correctional Health Partners) is asking for a total of \$646k for services not rendered. The legal process for this continues and has not been resolved. The County's legal council is aware of the issue and awaiting response from the CHP legal department. ➤ Budget Committee established a tentative schedule which has been sent to the Commissioners. Caucus' will be scheduled to fill 3 vacancies within the Kennebec County Districts: <ul style="list-style-type: none"> ○ District 1 - 1 vacancy ○ District 3 - 2 vacancies 	

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	<ul style="list-style-type: none"> ➤ Scott Ferguson, County Administrator, and Chris Brawn, Human Resources Director, propose a possible service recognition for employees after a tenure of 5 or 10 years of service to the County. ➤ George Jabar, Commissioner, has been nominated and solidified as Chair of Spirit of America awards. ➤ The Sam's Club County membership account has been closed and if another account is created, there will not be credit cards issued on the account. ➤ There are new first aid kits distributed around the County buildings thanks to EMA. ➤ Scott Ferguson, County Administrator, will begin to produce County financial projections and will distribute the report to the Commissioners once it is completed. 	
<p>Old Business/ Follow Up Items</p>	<ul style="list-style-type: none"> ➤ ARPA Update: Zeb Letourneau, BerryDunn Consulting Manager, and Steve Whitney, BerryDunn Senior Manager Consultant. <ul style="list-style-type: none"> • There are 8 projects that are in development, 4 affordable housing projects, and 1 project processing a project modification – Zeb Letourneau, Consulting Manager, refers to a project status table document given to the Commissioners for reference. • The one project currently identifying potential modifications will be presented for approval to the Commissioners once the changes have been solidified and noted in a new draft of the grant agreement. • Patsy Crockett, Commissioner Chair, asks if changes to projects this far along in the process is a normal procedure or occurrence when awarding funding and Zeb Letourneau, Consulting Manager, states that these instances are absolutely a normal occurrence. • The on-site visit to the Boys and Girls Club of Kennebec Valley takes place on October 12th to show the Commissioners their ARPA regulation compliance details. • The first Grantee quarterly progress reports are due by October 15th and are to be reported to the Treasury by October 30th. • Nancy Rines, Commissioner, asks about the sole-source projects for Gardiner and Zeb Letourneau, Consulting Manager, finds that one of the sole-source projects represented in the formally executed section of the reference document had not been added, commits to adding the missing project to the document, and assures the Commissioners that the project has been executed even though it was not represented on the informational document-a revised table will be submitted to the Commissioners by the end of the day. 	

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	<ul style="list-style-type: none"> • BerryDunn is in the process of scheduling the initial Grantee accountability calls and there have been 4 scheduled thus far. • Reached out to all recovery organizations that had submitted applications previously to inform them of the open grant request for applications due to the ARRC alliance dissolution. • Nancy Rines, Commissioner, asks about other projects in neighboring Counties and Zeb Letourneau, Consulting Manager, confirms some of the project details. • Nancy Rines, Commissioner, asks for the deadline to allocate and distribute the ARPA funding to Grantees for Kennebec County and Zeb Letourneau, Consulting Manager, states that the official deadline to assign, distribute, and obligate funds is December 2024 and if the funding isn't obligated by the due date, then it will be reabsorbed into the Treasury. • Scott Ferguson, County Administrator, asks if there have been any applications for the reopened recovery grant ARPA funds and Zeb Letourneau, Consulting Manager, states that there have not been any applications for the recovery funds but there have been inquiries and stated interest from several potential organizations. ➤ Lockwood Mill North River Company ➤ North River Company states that October 18th is the deadline for Commissioner approval to continue their project in a timely and fiscally sound manner. There is a memo provided to the Commissioners in their meeting packets explaining the need for a loan compared to a grant and why approval is needed by October 18th. Zeb Letourneau, Consulting Manager, summarizes the memo in detail aloud for the Commissioners. ➤ George Jabar, Commissioner, makes a motion to approve request by North River Company to convert their ARPA funded grant to a term loan, and Patsy Crockett, Commissioner, seconds the motion. 	Approved 3-0
New Business	<p>RHR: Erika McKay, Audit Manager.</p> <ul style="list-style-type: none"> ➤ Erika McKay, RHR Audit Manager, distributes a summarization report that represents a review of the fiscal year 2021 for Kennebec County financial revenues, expenditures, and balances. A brief verbal summary is given in review of the report. ➤ Scott Ferguson, County Administrator, points out that there was a substantially large leap in revenue between 2021 and 2022 because of the distribution in ARPA funding received by the County during that time and once we analyze fiscal year 2023 and fiscal year 2024, we will see a substantial 	

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	<p>downturn in revenue because the ARPA funds have already been distributed in 2022 and will not add to the bottom line in 2023 to 2024. Scott Ferguson, County Administrator, refers to a trend analysis, stating that this fiscal year does not represent the general revenue trend year over year of Kennebec County.</p> <p>➤ Scott Ferguson, County Administrator, asks Erika McKay, Audit Manager, if RHR does comparative analysis across all Counties in the State of Maine and Erika McKay, Audit Manager, responds by informing the Commissioners that they do not currently do a comparative analysis because each county is unique in several different ways regarding their structure, spending, and distribution processes. Scott Ferguson, County Administrator, and Erika McKay, Audit Manager, agree that it would be advantageous for the Counties to work together to streamline processes and policy at some point in the future.</p>	
Miscellaneous	None Currently.	
Public Comments	None Currently.	
Adjournment	Regular meeting adjourned at 1:58pm	Approved 3-0
Executive Session	<p>Motion and Approval to move to Executive Session – 11:00am Attorney Client</p> <p>Motion and Approval to move to Executive Session 1:58pm – Finance-Personnel Matters</p>	
Adjournment	<p>Motion and Approval to end 11:00am Executive Session: adjourned at 11:35am</p> <p>Motion and Approval to end 1:58pm Executive Session: adjourned at 3:25pm</p>	

Respectfully Submitted: Stephanie Schredder, Executive Assistant