

Kennebec County, Maine

County Commissioner's Meeting Minutes October 18th, 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
 Devon Parsons, IT Director
 DA Meaghan Maloney, Esq
 Diane Wilson, Register of Deeds

Captain Bryan Slaney, Jail Administrator
 Corey Goodchild, Asst. Jail Administrator
 Bobby Adams, Maintenance Technician
 Megan Dickey, HR Administrator
 Scott Ferguson, County Administrator
 Stephanie Schredder, EA

Absent: George Jabar, Commissioner, Kathy Ayers, Register of Probate

	Discussion	Action
Call to order	12:02pm	
Minutes	A motion is made by Nancy Rines, Commissioner , and seconded by Patsy Crockett, Commissioner Chair to accept the minutes of October 4 th , 2022.	Approved 2-0
Human Resources	<p>Chris Brawn, Human Resources Director:</p> <ul style="list-style-type: none"> ➤ Human Resources is continuing implementation of the Edmunds GovTech system. Contact changes are being recorded in the system as they are received. ➤ Implementation of the time clock system continues. The in-person training for all supervisors went well last week. The functional launch is scheduled after January 1st, 2023. ➤ Human Resources has been researching salaries for all non-union personnel and should have that to the Commissioners next meeting, along with recommendations on next steps. ➤ HR is working with Corrections on recruitment efficiency. ➤ The NCEU (National Corrections Employee Union) contract is currently in review. ➤ The MCCA Workforce Compact has been approved for \$14,526 in funding to date. In 2023 the budget per employee has increased to \$1200 instead of \$600 as originally stated. ➤ MePERs is currently open to enrollment and Human Resources is extending the opportunity to those eligible. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes October 18th, 2022



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	<ul style="list-style-type: none"> ➤ Cindi Ferguson, Finance Director requests a motion from the Commissioners to allocate \$29,597 from the fund balance reserve apportioned to the line items for the 3 individuals that got increases that includes an estimate on benefits matching. <ul style="list-style-type: none"> • Nancy Rines, Commissioner, makes a Motion to move fund balance for 3 individuals for salary increases and retirement plans, Patsy Crockett, Commissioner Chair, seconds the motion. 	Approved 2-0
Sheriff/Corrections	<p>Ken Mason, Sheriff:</p> <ul style="list-style-type: none"> ➤ The Sheriff's Office will be at full staff within a month. Two employees will be returning from deployment in Waterville which will help with overtime rates. ➤ Scott Ferguson, County Administrator references to the earlier discussion regarding vehicle funding for the Kennebec County Sheriff's office to confirm that the FY23 budget allotted \$245,000 for vehicles. <ul style="list-style-type: none"> • Patsy Crockett, Commissioner Chair, asks if there is consideration for purchasing battery operated cars and Ken Mason, Sheriff, states that it would be detrimental to time and efficiency for Deputy/Patrol use in addition to the increase in price compared to the traditional vehicles. <p>Captain Bryan Slaney, Jail Administrator:</p> <ul style="list-style-type: none"> ➤ The current Jail population is 142. ➤ There are currently no Covid cases in the Jail facility. To eliminate the CDC outbreak status, the facility must be free of Covid cases for 14 days and it has been two days without any positive Covid cases. ➤ Corrections is currently running an alternative sentencing program at the Pilgrim Lodge in West Gardiner with 30 participants in attendance. ➤ The Jail Medical RFP (Request For Proposals) has received 2 bids and Captain Bryan Slaney, Jail Administrator, offers to send the bids and bid comparison score sheet to the Commissioners for review with a recommendation to the Sheriff and the County Administrator. Award of Bid will be decided on November 8th at the Commissioners meeting. <ul style="list-style-type: none"> • Nancy Rines, Commissioner, asks when the RFP for the food service contract at the Jail will be published and Lieutenant Corey Goodchild, Assistant Jail Administrator, confirms that the Jail food service RFP will be released on June 30th, 2023. ➤ Corrections had a meeting with the District Attorney's office regarding the CARA program due to a lack of enrollment. The DA's office and Corrections had a brainstorming session, and the District Attorney believes that it is possible to elevate enrollment in the program. The next CARA class begins on January 8th. There will be another meeting with Corrections and the DA office to further discuss and form a plan. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes October 18th, 2022



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	<ul style="list-style-type: none"> • Nancy Rines, Commissioner, asks how long the CARA program duration is for the program participants. Lieutenant Corey Goodchild, Assistant Jail Administrator, confirms that the program is designed for a duration of 6 to 8 months. <ul style="list-style-type: none"> ○ Captain Bryan Slaney, Jail Administrator, adds that the State of Maine participates largely in MAT (Medicated Assisted Treatment) for inmates that are struggling with addiction and recovery. CARA is designed for recovery without any medicated treatment plan and is what is known as a “dry” program in which participants recover from addiction without medication. ○ Nancy Rines, Commissioner, asks if Corrections is currently practicing MAT with any inmates at this time and Captain Bryan Slaney, Jail Administrator, confirms that they are administering MAT with 10 inmates. 	
District Attorney	<p>Shay Freeman, District Attorney Office Manager:</p> <ul style="list-style-type: none"> ➤ TRC Security Consulting did an assessment last Wednesday in the Courthouse. A finalized report should be delivered within the next few weeks. ➤ YTD criminal forfeitures have totaled \$48,801.75. ➤ There is a GSA (Gross Sexual Assault) trial currently under way at the courthouse. ➤ Administrative week at court is next week. Each day, the court will be closed until noon and there will be no court except custody hearings. ➤ Shay Freeman, DA Office Manager, would like to mention that KCSO transport division is exceptional to work with, specifically Sergeant Christensen who is very skilled in extradition. 	
Probate	<p>Kathy Ayers, Probate Register: Not present. (Reports were supplied to the Commissioners before the meeting to keep them informed of Probate financials.)</p>	
Information Technology	<p>Devon Parsons, Information Technology Director:</p> <ul style="list-style-type: none"> ➤ Working with Dan Brunelle, Facilities Director, to order and install the air conditioning units for the Server Room. ➤ There will be an IMC update next Tuesday. 	
Registry of Deeds	<p>Diane Wilson, Register:</p> <ul style="list-style-type: none"> ➤ For the month of September, Deeds revenue is down \$10,000 and YTD, Deeds is down \$45,000. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes October 18th, 2022



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Emergency Management Agency	<p>Art True, Emergency Management Agency Director:</p> <ul style="list-style-type: none"> ➤ Weather, heating oil, and K1 cost for the Winter, and warming shelters are all a large focus for EMA currently. Meetings are being held with local EMS and Fire Departments to discuss action plans. <ul style="list-style-type: none"> • Patsy Crockett, Commissioner, asks if the Augusta Civic Center will be available as shelter during the Winter and Art True, EMA Director, says that, in the past, there hasn't been a very large amount of people coming to the Civic Center to seek shelter because they wish to stay in their own local towns. ➤ Scott Ferguson, County Administrator, asks how the ARPA funded EMT training courses are progressing. Art True, EMA Director, states that basic training is going well, and advanced training is steady at Kennebec County Community College. In January, there will be 3 total courses in Central Maine area but there is a shortage on Faculty to teach the classes. The advanced training course will need a new instructor, as the current instructor is retiring. 	
Facilities	<p>Facilities Director Dan Brunelle:</p> <ul style="list-style-type: none"> ➤ Unclogged ditches in the front of the Hill House building but will need a specific tool which has been ordered to help complete the task. ➤ The flooding of the basement in Hill House is an ongoing issue that is being resolved one item at a time. Every time there is rain, the basement needs to be vacuumed with a shop-vac. A mold and air specialist has been contacted to test the basement. When the test is scheduled and the results are established, they will be communicated to the Commissioners and Administrator. ➤ The building for the Registry of Deeds had an issue earlier this year with disappearing oil from the oil tank, so Facilities is working with EMA and Augusta Fuel to investigate the issue. It was discovered that there is a thermostat issue. <ul style="list-style-type: none"> • Facilities will be installing WIFI thermostats to monitor from work phones so they can observe the temperature remotely. • Installing temperature safety shutoff on the furnace and A/C for efficient energy usage. • Found out that there isn't any insulation in the roof of the Deeds building. So, Dan Brunelle, Facilities Director, contacted Efficiency Maine to get an audit and they suggested that the County get an insulation company to give an estimate. ➤ 4 new heat-pumps were delivered to be installed in the Hill House. ➤ New insulation was installed in the floor of the Sheriff's Lobby. ➤ Facilities will be asking for another 4 heat pumps in budget in the next fiscal year. ➤ Facilities continues to work on winterization of all County buildings. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes October 18th, 2022



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Administrator	<p>Scott Ferguson, County Administrator:</p> <ul style="list-style-type: none"> ➤ Stresses how important a mold inspection will be for the basement of Hill House where flooding is prominent during heavy rains. ➤ Attended Boys and Girls Club ARPA walkthrough in Gardiner and received a Youtube video that will be presented on the ARPA section of the Kennebec County website. ➤ State claims hearings Nov. 2nd and Dec. 14th. ➤ Nancy Rines, Commissioner, inquired about the tax abatement that was scheduled for the beginning of November and Scott Ferguson, County Administrator, informs her that the applicants were required to consult with the Town Assessment and Review Board instead of applying for an appeal with Kennebec County. <ul style="list-style-type: none"> • Nancy Rines, Commissioner, explains that if the Assessment and Review Board deny the appeal then the applicants would have to go to the State level for a further appeal. ➤ District 2 has 1 vacancy for the Kennebec County Budget Committee and District 3 has 2 positions that are vacant. <ul style="list-style-type: none"> • Scott Ferguson, County Administrator, states that the positions will be officially advertised after November 8th. ➤ There was a clerical review of the NCEU contract in collaboration with the Sheriff's Office and Corrections. Revisions will be made and there will be a meeting with NCEU scheduled for next month. Scott Ferguson, County Administrator, invites the Commissioners to attend. <ul style="list-style-type: none"> • Patsy Crockett, Commissioner Chair, asks if the NCEU revisions and mandates are being presented to Finance for collaboration on budget compliance and coverage; and Scott Ferguson, County Administrator, confirms that Finance is kept updated, informed, and involved. ➤ Working with Vendors and Utilities for the Unorganized Territory of Unity Township to find an operational cost estimate for submission to the State by November 7th to establish their budget. ➤ The Kennebec County website will have a Unity page for residents to access resources for their area, like the Animal Control Officer, Fire Chief, Waste Collection, etc. ➤ Art True, EMA Director, will be working on an infectious disease policy. ➤ The Kennebec County promotional video tour has been approved and will get the final videos soon for website. ➤ A Digital Presence Group is being developed for Kennebec County. ➤ Scott Ferguson, County Administrator, had an impromptu meeting with Joseph Pietroski, Commissioner Candidate, on Friday for an informal chat. ➤ The Edmunds conversion continues to be in the process of implementation. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes October 18th, 2022



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	<ul style="list-style-type: none"> ➤ Completed chart of accounts for both Kennebec County and Corrections to be analyzed and reviewed by Finance. ➤ The previous medical provider for the Jail, CHP (Correctional Health Partners) submitted an additional bill for \$271,000. The County has had no update on the legal status of the pending lawsuit with CHP and is leaving the litigation to the designated County Lawyer. ➤ There will be an elimination of the Sam's Club credit cards and a migration to Kennebec Savings Credit Card in place of the Sam's Club credit card. The County will still have a Sam's Club membership. Cindi Ferguson, Finance Director, explains the technicalities of why this needs to happen. <ul style="list-style-type: none"> • Cindi Ferguson, Finance Director, assures the Commissioners that the recipients of the KSB cards will be vetted and judged before being granted a card. ➤ The financial reports for September YTD have been submitted to the Commissioners. ➤ The transfer of 3 employees to the MPA is moving forward but hasn't made much headway due to the fact that the MPA organizational structure is not solidified as of yet but is in the process. 	
<p>Old Business/ Follow Up Items</p>	<p>ARPA Update:</p> <ul style="list-style-type: none"> ➤ Scott Ferguson, County Administrator, summarizes the ARPA Grant update data. <ul style="list-style-type: none"> • 8 projects are in the process of solidifying the verbiage on their agreements. • 29 projects have been approved. • Nancy Rines, Commissioner, asks how many Grantees have received funding payments and Cindi Ferguson, Finance Director, informs the Commissioners that each project is different in that some will receive funding prior to their expenditure of the funding, and some will receive reimbursement. • Patsy Crockett, Commissioner Chair, asks about the Waterville Manor Gardens Project progress and Scott Ferguson, County Administrator, states that the mortgage paperwork is being processed with the aid of a real estate attorney. • Patsy Crockett, Commissioner Chair, asks for an update on the Humane Society grant and it was determined that they were having difficulty procuring necessary resources and will return with an alternate plan. • Nancy Rines, Commissioner, asked for an update on Volunteers of America and Scott Ferguson, County Administrator, promises to get an update for the Commissioners. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes October 18th, 2022



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New Business	<p>Erin Benson, Executive Director of Central Western Workforce Development</p> <ul style="list-style-type: none"> ➤ Introduces herself and a shared her background. ➤ Gives an overview of the actions being taken within the organization. ➤ Would like recommendations of who to meet in the County: people, businesses, and influencers. ➤ Workforce Development would like to have a person representing Kennebec County on the Board. ➤ Will report on a quarterly basis to Maine DOL (Department of Labor) and asks for Kennebec County to specify reporting terms. 	
Miscellaneous	<ul style="list-style-type: none"> ➤ KVCAP nomination for Dr. Richard Staples to continue appointment on the Board of Directors. ➤ KVCAP nomination for Bobby-Jo Bechard to continue appointment on the Board of Directors. ➤ Nancy Rines, Commissioner, motions to elect both Richard Staples and Bobby-Jo Bechard to a 3-year term on the KVCAP Board of Directors from November 2022 to November 2025, seconded by Patsy Crockett, Commissioner Chair. 	Approved 2-0
Public Comments	None Currently.	
Adjournment	Regular meeting adjourned at 1:30pm	Approved 2-0
Executive Session	None.	
Adjournment	None.	

Respectfully Submitted: Stephanie Schredder, Executive Assistant