

Kennebec County, Maine

County Commissioner's Meeting Minutes December 6th, 2022



Present:

Patsy Crockett, Commissioner, Chair
 Nancy Rines, Commissioner
 George Jabar, Commissioner
 Joe Pietroski, Commissioner Elect
 Ken Mason, Sheriff
 Tom Doore, Treasurer

Art True, EMA Director
 DA Meaghan Maloney, Esq
 Dan Brunelle, Facilities Manager
 Chris Brawn, HR Director
 Kathy Ayers, Register of Probate
 Lisa Bryant, Finance Manager

Devon Parsons, IT Director
 Corey Goodchild, Asst. Jail Administrator
 Bobby Adams, Maintenance Technician
 Megan Dickey, HR Administrator
 Scott Ferguson, County Administrator
 Stephanie Schredder, Executive Assistant

Absent: Diane Wilson, Register of Deeds, Cindi Ferguson CPA, Finance Director

	Discussion	Action
Call to order	12:00pm	
Minutes	A motion is made by George Jabar, Commissioner , and seconded by Patsy Crockett, Commissioner Chair , to accept the minutes of November 15 th , 2022.	Approved 3-0
Public Hearing	<p><u>A Gift of a Granite Bench to Kennebec County in Honor of Probate Judge, James E. Mitchell:</u></p> <ul style="list-style-type: none"> ➤ Patsy Crockett, Commissioner Chair, asked members of the public who wish to speak to sign in on the sign-in sheet and to indicate if they are in favor or not regarding the bench. Kathy Ayers, Probate Register, says that the Sponsor of the gift is not present and that she will be presenting information about Judge Mitchell to the Commissioners. ➤ Kathy Ayers, Probate Register, presents items of interest about Judge Mitchell: <ul style="list-style-type: none"> • A plaque is presented that Judge James Mitchell recently received from the National Judges of Probate. • Kathy Ayers, Probate Register, gave an overview in favor of James E. Mitchell's accomplishments, origins, qualifications, awards, and recognitions. Documents are available to support accomplishments. ➤ Joe Pietroski, Kennebec County Commissioner Elect, spoke in support of the gift and explains his experience with Judge Mitchell. ➤ Meaghan Maloney, Esq. District Attorney: is in support of the gift to commemorate Judge Mitchell. ➤ George Jabar, Commissioner, informed every one of the Maine Trial Association support letter. ➤ Public hearing for the gift of a granite bench in the name of Probate Judge James Mitchell to the Kennebec County Probate Court adjourned at 12:16pm. ➤ There will be a vote to accept the gift at the next Commissioner's Meeting on December 20th, 2022. 	

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Human Resources	<p>Chris Brawn, Human Resources Director:</p> <ul style="list-style-type: none"> ➤ Megan Dickey, Human Resources Administrator, has given her resignation and taken a job with the District Attorney's Office. Recruitment has begun to find a replacement. ➤ Human Resources will be at partial capacity until the role has been filled. Chris Brawn, Human Resources Director, will be filling in for the HR Administrator role in addition to her current duties as Director in the interim. ➤ Open enrollment for the Kennebec County health insurance plans continues through December 15th. ➤ Finalized the Human Resources Disaster Recovery and Continuity plan. ➤ The process of implementation of the time clock system continues and testing has started as of this week. Go-live is scheduled after January 1st. ➤ Update on the MCCS Workforce Compact: So far, we've been approved for \$16,116. Program year 2 starts in January. Chris Brawn, Human Resources Director, will confirm the allotted amount for the new year. ➤ Human Resources is continuing implementation of the Edmunds GovTech HR system. ➤ The NCEU (National Correctional Employees Union) Contract is currently in negotiations. ➤ Chris Brawn, Human Resources Director, will be on vacation January 6th, 2023 through January 13th, 2023. 	
Treasurer Finance	<p>Tom Doore, Treasurer:</p> <ul style="list-style-type: none"> ➤ <u>General Fund Cash</u> - \$11,090,000 is invested in the insured cash sweep account with Kennebec Savings Bank. ➤ <u>Recovery Fund Cash</u>- \$19,771,000 is invested in the insured cash sweep account with Kennebec Savings Bank. ➤ <u>Investment Fund</u> - Close of business yesterday \$1,985,000 up \$25,000 since last meeting. ➤ There are warrants requiring signatures. ➤ The total warrant is \$1,312,411.55 <ul style="list-style-type: none"> • \$473,010.60 for the ARPA Children's Center Expansion. • \$533,499.13 for the ARPA Johnson Hall Renovation. • \$66,830 for the ARPA Waterville Sewer Materials. • \$10,590 for the ARPA EMA GoGov Application. • \$35,514.12 for the Jail Software Update. • \$38,833.14 for Jail Food. 	

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	<ul style="list-style-type: none"> • \$153,934.56 for other various expenses <p>Lisa Bryant, Finance Manager:</p> <ul style="list-style-type: none"> ➤ The Victim's Advocate Grant closeout report has been submitted. ➤ Kennebec County has received the second Opioid Settlement Payment of \$79,000. 	
Sheriff/Corrections	<p>Ken Mason, Sheriff:</p> <ul style="list-style-type: none"> ➤ A K9 officers and their dog will be transferred to the Brunswick Police Department. The K9 is with their third handler and another transition is not good for the dog. he Stanton Foundation Grant will pay for the purchase and training of another dog for Kennebec County Sheriff's office. ➤ Kennebec County will have an open position for a Deputy soon and will start recruitment to fill the position immediately. ➤ There is a shortage of law enforcement nationwide. <p>Captain Bryan Slaney, Jail Administrator:</p> <ul style="list-style-type: none"> ➤ The total Population inside the Jail is currently 145. ➤ There are 2 new Correctional Officers that started on Monday with one more interview for a Correctional Officer today. ➤ Captain Bryan Slaney, Jail Administrator, initiated a medical reconciliation with the new medical vendor, and the result was that the County is owed \$175,000. ➤ Nine correctional staff went to Connecticut for use of force training of Daigle Law Group. The training was very valuable, and the staff appreciated the development of their knowledge and skills. ➤ The Jail is in the process of rehabbing the mental health office within the facility which is part of the 10-year capital improvement plan for the Jail. ➤ The week of Thanksgiving, the Jail Inmate Benefit Fund provided \$20 to each inmates benefit spending accounts to call home or send gifts and would like to do the same for Christmas at \$50 per inmate account. The money allows the inmates to access Commissary, video visits and phone calls with family, purchase presents for Family, etc. 	
District Attorney	<p>Meaghan Maloney, Esq., District Attorney and Shay Freeman, DA Office Administrator:</p> <ul style="list-style-type: none"> ➤ Recently, the District Attorney's office did an analysis of the domestic violence assault convictions for the state and found that Kennebec County has more convictions than most Counties in Maine. Penobscot County is right at the same number of convictions as Kennebec County. 	

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	<ul style="list-style-type: none"> ➤ Shay Freeman, DA Office Administrator, states that Diana Murphy, Legal Restitution Specialist, has been working on the Maine revenue service tax program from 2017 to the present date and will have a more comprehensive statement in January to represent the entire amount of data. She has filed for a over \$3,000,000 in unpaid restitution for 2022 taxes. <ul style="list-style-type: none"> • Meaghan explains that restitution it is money assigned by the court for offenders to pay to victims and Diana has figured out how to deduct that owed amount the from tax returns of offenders. 	
Probate	<p>Kathy Ayers, Probate Register:</p> <ul style="list-style-type: none"> ➤ A Handout on caseload details was provided to the Commissioners. ➤ Probate caseloads are up 92%. 	
Information Technology	<p>Devon Parsons, Information Technology Director:</p> <ul style="list-style-type: none"> ➤ Information Technology operations are going well. ➤ Keeping up with all the personnel changes across the departments. ➤ The Information Technology Department is working with Facilities and the Kennebec County Administrator's Office to draft a plan of action for the MTI system. Dan Brunelle, Facilities Director, has sent MTI a list of current issues that need to be addressed and is awaiting a response. 	
Registry of Deeds	<p>Diane Wilson, Register:</p> <ul style="list-style-type: none"> ➤ Absent. 	
Emergency Management Agency	<p>Art True, Emergency Management Agency Director:</p> <ul style="list-style-type: none"> ➤ EMA (Emergency Management Agency) operations are going well. ➤ Final approval has been received from the Federal government to purchase the drone equipment. For first response drone team. ➤ Vehicle locators-working with transporting agencies within the county EMS (Emergency Medical Systems) Universal Vehicle Locator System. This would make EMS services time efficient and could save lives. All services aside from one will be in the system for real time locations for emergency resourcing. Dispatch centers, EMA responders, etc. ➤ EMA will be moving forward with community CPR programs. ➤ EMS students just filled another class starting next month for certification and there are more students waiting for another course when it is available. 	

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<p>Facilities</p>	<p>Facilities Director Dan Brunelle:</p> <ul style="list-style-type: none"> ➤ The fire alarm in the courthouse this morning was set off by the Judicial Center. It turned out to be a false alarm. ➤ Bob Adams, Kennebec County Auto Mechanic, has been doing excellent work and is saving the County a lot of money on vehicle maintenance and repair. <ul style="list-style-type: none"> • There are currently two Sheriff's cruisers that needed substantial repair and are being combined to one vehicle to save costs on having to purchase a new vehicle. ➤ Patsy Crockett, Commissioner Chair, asks Dan Brunelle, Facilities Director, how old the two vehicles in question might be and he informed the Commissioners that these specific vehicles were not exceptionally old and that the make and model of the vehicle was determined to be poorly built out of the factory in combination with the substantial wear and tear that a law enforcement vehicle takes when in use. 	
<p>Administrator</p>	<p>Scott Ferguson, County Administrator:</p> <ul style="list-style-type: none"> ➤ Harry McKenny, Chief Civil Deputy, has volunteered to swear in any elected and appointed officials in the new year who needs a dedimus justice. ➤ An agreement has been reached with Correctional Health Partners (CHP) regarding their FY21 and FY22 true-up billing. ➤ Captain Bryan Slaney, Jail Administrator, and his team at the Jail have done an excellent job in managing the CPS billing. They are also very helpful with the negotiations with NCEU (jail union). ➤ The District 2 Budget Committee Caucus will take place in Gardener at City Hall on Thursday, December 8th at 6pm. There is one Budget Committee seat available for District 2. ➤ District 3 Budget Committee Caucus will take place in Belgrade at the Town Office on Wednesday, December 14th at 6pm. There are 2 seats available for District 3. ➤ Nancy Rines, Commissioner, asks to be sent the Monmouth selectmen information. ➤ There has been a meeting scheduled with two surveyors who are interested in the Commissioners records room and the preservation of documents in the room. ➤ The State of Maine started renovations in classroom 7 at the Courthouse and there is no Memorandum of Understanding (MOU) (as was agreed to), they were asked to stop all work. ➤ Negotiations with the National Correctional Employees Union (NCEU) have begun, and a revised contract has been sent to NCEU for review. ➤ Working with Department Heads on ten-year capital improvement plan which should include significant maintenance costs. 	

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	<ul style="list-style-type: none"> ➤ Business Continuity/ Disaster Recovery plans are being developed and submitted at the request of the County Administrator. ➤ EMA (Emergency Management Agency) is working on the GoGov application development. ➤ The Kennebec County financial audit for Fiscal Year 2022 has begun. ➤ The Department of Corrections will be contacted to get an update from the council for their schedule and discussion topics. ➤ Stephanie Schredder, Executive Assistant, is verifying municipal contact information to assure efficient and smooth correspondence and notification regarding the Kennebec County Budgetary processes. There will be follow-up with phone calls to confirm receipt of materials for each notification. ➤ Unity Fire Department has sent their billing requirements along with a contract for service to the Unorganized Territory of Unity Township which requires signatures from the Commissioners if approved. 																									
<p>Old Business/ Follow Up Items</p>	<p>ARPA Update: Zeb Letourneau, BerryDunn Manager Consultant:</p> <ul style="list-style-type: none"> • BerryDunn is the process of executing grant projects approved at last county meeting: <ul style="list-style-type: none"> ○ Maine Voices. ○ Community Care. ○ MaineGeneral Medical Center. ○ Finalizing North River tomorrow with the Maine State Real Estate Attorney. ○ Executing Grant Agreements. ○ We are scheduling a second round of accountability calls with grantees. Updates for the Q4 Treasury report are due January 15, 2023. ○ We have reviewed \$1,820,165.55 in external ARPA project expenditures, including: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center;">Expenditure</th> <th style="text-align: center;">Type</th> <th style="text-align: center;">Grantee/Project</th> <th style="text-align: center;">Warrant Mtg Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">\$533,499.13</td> <td>Reimbursement request</td> <td>Johnson Hall redevelopment</td> <td style="text-align: center;">12/6/22</td> </tr> <tr> <td style="text-align: center;">\$500,000.00</td> <td>Reimbursement request</td> <td>Children's Center expansion</td> <td style="text-align: center;">12/6/22</td> </tr> <tr> <td style="text-align: center;">\$66,830.00</td> <td>Reimbursement request</td> <td>Waterville Sewer Dept. sewer replacement</td> <td style="text-align: center;">12/6/22</td> </tr> <tr> <td style="text-align: center;">\$653,159.00</td> <td>Reimbursement request</td> <td>Boys & Girls Club expansion</td> <td style="text-align: center;">10/4/22</td> </tr> <tr> <td style="text-align: center;">\$66,677.42</td> <td>True up approval</td> <td>Boys & Girls Club pandemic hazard pay</td> <td style="text-align: center;">N/A</td> </tr> </tbody> </table>	Expenditure	Type	Grantee/Project	Warrant Mtg Date	\$533,499.13	Reimbursement request	Johnson Hall redevelopment	12/6/22	\$500,000.00	Reimbursement request	Children's Center expansion	12/6/22	\$66,830.00	Reimbursement request	Waterville Sewer Dept. sewer replacement	12/6/22	\$653,159.00	Reimbursement request	Boys & Girls Club expansion	10/4/22	\$66,677.42	True up approval	Boys & Girls Club pandemic hazard pay	N/A	
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Projects in Development

1. **North River Co: Waterville Affordable Housing Project**
 - BerryDunn is facilitating correspondence with North River Co. and the County's real estate attorney to execute the Lockwood Mills project; the next meeting is on December 7th.
2. **Mid Maine Homeless Shelter & Services: Waterville Affordable Housing Project.**
3. **Volunteers of America: Winthrop Affordable Housing project.**
4. **Waterville Manor Gardens: Waterville Affordable Housing Project:**
 - MMHSS, VOA, and WMG must finalize their registrations in sam.gov before Kennebec County can execute their grant agreements. BerryDunn has routine check-ins scheduled with the grantees and are assisting where possible. In the meantime, BerryDunn is working with the County's real estate attorney to finalize the affordable housing grant agreements.
5. **MaineGeneral Community Care: Programming for Long Term Substance Treatment Center.**
6. **MaineGeneral Medical Center: Harm Reduction Program.**
7. **The Voices Project: Kennebec County Recovery & Supportive Services.**
8. **YMCA: Expanded Child Care Services.**
 - BerryDunn met with **Scott Ferguson, County Administrator**, and the YMCA to discuss project changes on October 3rd. YMCA stated that they do not currently have any project changes but may will have some in the future. BerryDunn requested that YMCA provide a memo of the project modifications to be reviewed by the Commissioners. If the modifications are material enough, YMCA will need to resubmit their application to the County for reapproval. We have not heard back from YMCA since the October 3rd check-in.
9. The Maine Prisoner Reentry Network and ARRC (Augusta Recovery Reentry Center) ask the Commissioners to consider their substance abuse/recovery ARPA application:
 - On September 28th BerryDunn reached out to all substance abuse and recovery organizations that had previously submitted applications to inform them that there would be a reopening for ARPA grant applications due to the dissolution of the previous Grantee/s. The announcement for the opening was posted on the County website as well at that time with specified due dates for submission.
 - ARRC contacted BerryDunn and said that they were not made aware of the reopening of the recovery grant application process, and they would like the chance to reapply for the grant funding.
 - George Jabar, Commissioner asks for confirmation that the funding originally awarded to ARRC had been reassigned and allocated to other organizations and Zeb Letourneau, Manager Consultant

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	<p>confirms the funding had been reallocated to 3 other organizations who had applied in the designated time-frame once the grant had reopened to applications.</p> <ul style="list-style-type: none"> ▪ BerryDunn is now inquiring if the Commissioners would like to reconsider the ARRC application or reject the request. ▪ The Commissioners state that the funding has already been reallocated and they cannot consider the ARRC application as the funding has already been committed to other entities. <p>10. The Voices Project</p> <ul style="list-style-type: none"> ▪ The Voices Project is in attendance to discuss the modifications they've made to their application and requests approval. ▪ The Voices Project recently reapplied for an ARPA Grant, the organization requested \$621,923 and was approved for \$408,891 (approx. 66%). The Voices requested a modification in their project scope to accommodate this reduction, so it better aligns with available staffing. ▪ George Jabar, Commissioner, makes a motion to approve the change and Patsy Crockett, Commissioner Chair, second the motion. <p>➤ Patsy Crockett, Commissioner Chair, asks about the status of the Humane Society and Zeb Letourneau, Manager Consultant, States that the Humane Society is awaiting the SAMS number processing.</p>	Approved 3-0
New Business	<p>➤ Unity Budget - Scott Ferguson, Kennebec County Administrator, explains inconsistency in Unity FD billing, the State's request for a budget, the Kennebec County Budget process and the tax bill.</p> <p>➤ The Jail Medical Contract has been approved and will be signed by the Commissioners.</p> <p>➤ The Procurement Policy has been delayed for presentation until a later date. Commissioner Crockett has some concerns with the placement of the Administrator's role in approvals.</p>	
Public Comments	<p>➤ Community update: Augusta Recovery and Reentry Center (ARRC):</p> <ul style="list-style-type: none"> • Kelli Johnson, ARRC Director of Administration, gives a status update of the ARRC statistical information. <ul style="list-style-type: none"> ○ <u>Meeting Attendance:</u> There has been a total of 843 meetings with a grand total attendance of 5,261. ○ <u>Foot Traffic:</u> There is a daily foot traffic average of 25 people per day and total of 7,712 individual visits to ARRC. ○ <u>Volunteer Data:</u> The ARRC has had a total of 108 registered volunteers and a total of 7,203 logged volunteer 	

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hours.

- **Recovery Coaching:**
There have been 689 individual visits with 98 individuals within the Kennebec County Correctional Facility.
- There have also been 471 individual visits with 76 individuals at the ARRC.
- The total number of unique individuals served is 452. Unique individuals served is defined as all individuals served by the ARRC; this includes ARRC volunteers, recoverees with ARRC Recovery Coaches, and participants of meetings and special trainings.

- **A Closer Look at Recovery Month of September 2022:**
 - ARRC has included the information and data for the month of September 2022 as an example of what happens monthly here at the ARRC for the Commissioners to review. The package includes: the meeting and event calendar, a closer look at our meeting attendance, foot traffic, volunteer hours, recovery coaching data, and unique individuals served.
 - Hours of Operation: Sunday- 10:00 am- 6:00 pm Monday- 9:00 am- 7:00 pm Tuesday- 9:00 am- 7:00 pm Wednesday- 9:00 am- 7:00 pm Thursday- 9:00 am- 7:00 pm Friday- 9:00 am- 4:00 pm Saturday- 10:00 am-6:00 pm
 - Meetings- 65
 - Meeting Attendance- 298
 - Volunteer Hours- 415
 - Volunteers- 17
 - Recovery Coaching visits-109
 - Recoverees- 34
 - Unique Individuals- 51
- **Courtney Gary Allen, Voices Project Director/Councilor at Large for the City of Augusta**, states that she was part of the ARRC creation and explains the beginning origins of the organization. Ms. Allen would like to establish a Restorative Justice process to the government and would like to request that the Commissioners consider the ARRC application if the Restorative Justice movement is established.
- Several supporters, participants, and staff of the ARRC program present their experiences and appreciations of the organization to the Commissioners.

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	<ul style="list-style-type: none"> ○ Bruce McMillan, Executive Director of the Maine Prisoner Reentry Network, extends and apology to the ARRC organization for missing the due date for reapplication to receive ARPA funding for their needs. George Jabar, Commissioner, states that it is an unfortunate circumstance, and, in the future, the Commissioners would love to help if there are resources that become available. ○ Steve Knockwood, Aroostook Nation of Micmac, would like to request that the Commissioners consider restoring the items cut from the ARPA funded Voices Project and gave some background on why they should be restored and reconsidered for funding. 	
Adjournment	Regular meeting adjourned at: 1:47pm	
Executive Session	<ul style="list-style-type: none"> ➤ Motion by George Jabar, Commissioner, to move to Executive Session in accordance with 1MRSA § 405-6-A to discuss a personnel issue. Patsy Crockett, Commissioner Chair, seconds the motion. ➤ Into Executive Session at 1:44. Out of Executive Session at 2:27pm. 	Approved 3-0
Adjournment	Executive Session adjourned at 2:27pm	Approved 3-0

Respectfully Submitted: Stephanie Schredder, Executive Assistant