

Kennebec County, Maine

County Commissioner's Meeting Minutes January 03, 2023



Present:

Patsy Crockett, Commissioner, Chair
 George Jabar, Commissioner
 Joe Pietroski, Commissioner
 Ken Mason, Sheriff
 Tom Doore, Treasurer
 Harry McKenney, Chief Civil Deputy
 Cindi Ferguson, Finance Director
 Art True, EMA Director

Jason Decker, EMA Deputy Director
 Dan Brunelle, Facilities Director
 Chris Brawn, HR Director
 Devon Parsons, IT Director
 Meaghan Maloney, District Attorney Esq.
 Matthew Boucher, Register of Deeds
 Corey Goodchild, Asst. Jail Administrator
 Shay Freeman, DA Office Administrator

Kathy Ayers, Register of Probate
 Lisa Bryant, Finance Manager
 Karen Trussell, Finance Specialist
 KeLee Gray, Human Resources
 Administrator
 Scott Ferguson, County Administrator
 Stephanie Schredder, Executive Assistant

Absent: Bobby Adams, Maintenance Technician

	Discussion	Action
Call to order	12:00pm	
Minutes	A motion was made by George Jabar, Commissioner , and seconded by Joe Pietroski, Commissioner , to accept the minutes of December 20th, 2022.	Approved 3-0
Oath of Office Ceremony	<p>➤ Harry McKenney, Chief Civil Justice, functioned as Dedimus Justice, and Karen Trussell, Finance Specialist, functioned as notary for the officiation.</p> <ul style="list-style-type: none"> • Kennebec County Officials Sworn to service for 2023: <ul style="list-style-type: none"> ▪ Joe Pietroski, Commissioner ▪ Tom Doore, Kennebec County Treasurer ▪ Kathy Ayers, Probate Register ▪ Matthew Boucher, Register of Deeds ▪ Gale Towns, Deputy Register of Deeds ▪ Maeghan Maloney-District Attorney ▪ Frayla Tarpinian-Deputy District Attorney ▪ Tracy DeVoll-Assistant District Attorney ▪ Michael Madigan- Assistant District Attorney ▪ Jacob Demosthenes- Assistant District Attorney ▪ Amanda Seekins- Assistant District Attorney ▪ Carie James- Assistant District Attorney 	

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	<ul style="list-style-type: none"> ▪ Tyler LeClair- Assistant District Attorney ▪ Shannon Flaherty- Assistant District Attorney ▪ Tina Panayides- Assistant District Attorney ➤ George Jabar, Commissioner, made a motion to nominate Patsy Crockett, Commissioner Chair, to continue as commissioner chair for 2023, and Joe Pietroski, Commissioner, seconded the motion. ➤ Patsy Crockett, Commissioner Chair, motioned to nominate George Jabar, Commissioner, to be the MCCA (Maine County Commissioners Association) representative and Joe Pietroski, Commissioner seconded the motion. ➤ Patsy Crockett, Commissioner Chair, nominated Joe Pietroski, Commissioner, to serve on the Workforce Development Board, and George Jabar, Commissioner, seconded the motion. 	<p>Approved 3-0</p> <p>Approved 3-0</p> <p>Approved 3-0</p>
<p>Human Resources</p>	<p><u>Chris Brawn, Human Resources Director:</u></p> <ul style="list-style-type: none"> ➤ KelLee Gray, Human Resources Administrator, started her new position this week. KelLee Gray, HR Administrator, thanked the county for this opportunity. ➤ Chris Brawn, Human Resources Director, will be on vacation next week. ➤ There were 13 newly hired county employees to be processed and initiated as of today. ➤ The new payroll system is currently in the implementation stages. ➤ The new timekeeping system has been initiated. 	
<p>Treasurer</p>	<p><u>Tom Doore, Treasurer:</u></p> <ul style="list-style-type: none"> ➤ <u>General Fund Cash</u> - \$9,780,000 is invested in the insured cash sweep account with Kennebec Savings Bank. ➤ <u>Recovery Fund Cash</u>- \$19,315,000 is invested in the insured cash sweep account with Kennebec Savings Bank. ➤ <u>Investment Fund</u> - Close of business yesterday \$1,972,000 down \$7,000 since last meeting. ➤ There are warrants requiring signatures. <ul style="list-style-type: none"> • The total warrant is \$379,372.63. <ul style="list-style-type: none"> ▪ \$187,083.61 for MMHT (Maine Municipal Employees Health Trust) ▪ \$138,552.05 for MPERS ▪ \$53,736.97 for other various expenses. <p><u>Cindi Ferguson, Finance Director:</u></p> <ul style="list-style-type: none"> ➤ Patsy Crockett, Commissioner Chair, asked when the new payroll system will be ready for implementation and Cindi Ferguson, Finance Director, informed the Commissioners that the system went live on Friday, December 29th. 	

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Finance	<ul style="list-style-type: none"> ➤ A check for \$251,000 for the opioid settlement was received this past week. ➤ The Boys and Girls Club of Kennebec Valley will be receiving \$40,000 in ARPA funds which will appear on the next warrant. 	
Sheriff/Corrections	<p><u>Ken Mason, Sheriff:</u></p> <ul style="list-style-type: none"> ➤ The sheriff's office will be losing several employees to enrollment in the Maine Criminal Justice Academy and Ken Mason, Sheriff, requests approval from the Commissioners for a "blue pin buyout" in the amount of \$34,428. (Whenever a full-time law enforcement officer, trained at the Maine Criminal Justice Academy at the expense of a particular governmental entity, is subsequently hired by another governmental entity as a full-time law enforcement officer within 5 years of graduation from the academy, the governmental entity shall reimburse the first governmental entity according to a designated formula, unless a mutual agreement is reached.) <ul style="list-style-type: none"> • George Jabar, Commissioner, asked if Ken Mason, Sheriff, knew where the funding for the blue pin buyout would come from and Cindi Ferguson, Finance Director, stated that there is a reserve fund designated to blue pin buyouts. • George Jabar, Commissioner, makes a motion to approve the blue pin buyout contingent on the fact that the reserve fund be confirmed and Joe Pietroski, Commissioner, seconds the motion and says that he would like to see where the reserve is designated in the budget. ➤ The sheriff's office had an active weekend; there were an irregular number of aquatic rescues. ➤ The staff and officers of the sheriff's office participated in a department-wide 24-hour utility terrain vehicle training last Thursday, December 29th. The Maine State Police covered the county operations while the training took place. <p><u>Captain Bryan Slaney, Jail Administrator:</u></p> <ul style="list-style-type: none"> ➤ The total jail population is currently 145. ➤ There will be a new CARA class starting Monday with 10 to 12 male participants. Graduation date for this course is set for February 27th. ➤ The jail currently has 36 full-time staff out of a possible 49, which means the jail is short by 13 staff. ➤ Bryan Slaney, Jail Administrator, thanked the Commissioners for approving the money given to inmates over the holidays from the inmate expenditure fund to purchase gifts for their families and provide them with the ability to contact their loved ones via telephone or video chat. ➤ Scott Ferguson, County Administrator, asks when the next CPS (Correctional Psychiatric Services) reconciliation meeting will be and to be updated once the meeting has concluded. Bryan Slaney, Jail Administrator, states that January 4th will be the next reconciliation. 	Approved 3-0

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District Attorney	<p><u>Shay Freeman, DA Office Administrator:</u></p> <ul style="list-style-type: none"> ➤ Diana Murphy, Restitution Clerk: <ul style="list-style-type: none"> • A report was presented to the Commissioners representing \$135,000 in restitution revenue for 2022. • Devon Parsons, Information Technology Director, played an integral role in collection of restitution revenue in new ways this past year. • Diana Murphy, Restitution Clerk, presented 18 different statute changes related to restitution that will be submitted to the state to undergo legislation. • An instructional document and QR code were created to guide defendants on payment procedures and avail access. An online payment option for defendants was initiated as well. • Trainings were provided and will continue to be offered by Devon Parsons, IT Director, and Diana Murphy, Restitution Clerk, to other counties within Maine to inform them how to garnish payments from defendant tax returns to supply to victims. 	
Probate	<p><u>Kathy Ayers, Probate Register:</u></p> <ul style="list-style-type: none"> ➤ Kathy Ayers, Probate Register, distributed a revenue report to the Commissioners and mentions that the total amount on the report was incorrect and that it should have been \$4,000 more in revenue than what was previously stated on the report. <ul style="list-style-type: none"> • Kathy Ayers, Probate Register, noted an increase in revenue compared to the previous year and Scott Ferguson, County Administrator, asked what might be causing the increase. Kathy Ayers, Probate Register, states that there are more cases this year and the majority of them are due to deaths. 	
Information Technology	<p><u>Devon Parsons, Information Technology Director:</u></p> <ul style="list-style-type: none"> ➤ When submitting reporting for the district attorney restitution program had to adapt to new changes with implementation of a unanticipated new submission system. ➤ Devon Parsons, IT Director, attended a seminar for a replacement system for the IMC software. A decision will need to be made by the Sheriff's Office and the Jail to transition to the new software or remain with the current program that is already in use. ➤ Dan Brunelle, Facilities Director, and Devon Parsons, IT Director, gave updates on the transition of the sheriff's office from the Hill House to the new building on 73 Winthrop Street. <ul style="list-style-type: none"> • The current electrical and fiber optic cable construction estimates total approximately \$18,000-\$24,000 for the connection between the registry of deeds building and the new sheriff's office building. • Scott Ferguson, County Administrator, stated that there will be weekly status meetings for incremental costs to plan courses of action for the project development and progression. 	

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	<ul style="list-style-type: none"> • Dan Brunelle, Facilities Director, will be meeting with the Augusta planning board on January 10th to discuss compliance with historic district standards. • The current sign will be changed with permissions granted by the City of Augusta. • Once a space plan is received, adjustments can be made to suit the sheriff's office. 	
Registry of Deeds	<p><u>Matthew Boucher, Register of Deeds:</u></p> <ul style="list-style-type: none"> ➤ Nothing to report. ➤ George Jabar, Commissioner, welcomed Matthew Boucher, Register of Deeds, to his new position. 	
Emergency Management Agency	<p><u>Art True, Emergency Management Agency Director and Jason Decker, Assistant Director of EMA:</u></p> <ul style="list-style-type: none"> ➤ The MD3 (Physician Field Response Team Project) program is on schedule and EMA will be meeting with prospective providers later this month. ➤ The 3rd EMS training course launches tomorrow in Augusta at the Hartford fire department and EMS is already getting requests for a 4th class. ➤ GoGov app and Kennebec Connect are currently moving in a productive direction. ➤ The EMS education coordinator position has been filled, and the new employee will be starting on Monday. ➤ Patsy Crockett, Commissioner Chair, thanked EMA for all of their hard work. 	
Facilities	<p><u>Facilities Director Dan Brunelle:</u> Please refer to Information Technology.</p>	
Administrator	<p><u>Scott Ferguson, County Administrator:</u></p> <ul style="list-style-type: none"> ➤ CHP (Correctional Health Partners) release needed to be signed and Karen Trussell, Finance Specialist, was present to notarize as Patsy Crockett, Commissioner Chair, signed the document. ➤ An air quality check on the Hill House determined that there is a need air filtration system, although not urgent. ➤ MPCA (Maine Primary Care Association) will be out of 73 Winthrop Street building on January 5th to make way for the sheriff's office to move in. ➤ The budget committee was finalized, and an informational notice will be sent out to all budget committee members. There will be budget reviews for each department next week. ➤ There was a second meeting with the NCEU (National Corrections Employee Union). No finalized agreement was made. Budgetary issues are still being solidified. ➤ The capital improvement plan is currently in process. ➤ Gail Towns, Deputy Register of Deeds, was helpful with FOIA (Freedom of Information Act) requests and with the completion of the planning board application for 73 Winthrop Street. ➤ On January 18th there will be a budget meeting at Unity House of Pizza for the Unorganized Territory of Unity. 	

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	<ul style="list-style-type: none"> ➤ Scott Ferguson, County Administrator, will be out of the office on bereavement leave Monday, January 9th until Wednesday, January 11th but will be available via text, email, and phone call. 	
Old Business/ Follow Up Items	None.	
New Business	<p><u>2023 County Mileage Reimbursement Rate:</u></p> <ul style="list-style-type: none"> ➤ Scott Ferguson, County Administrator, asked the commissioners to vote on the Kennebec County mileage reimbursement rate. The current state reimbursement rate is \$.46 per mile and the federal reimbursement rate is \$.625 per mile and the recommendation is \$.48 per mile. <ul style="list-style-type: none"> • The current rate used by the county is the Federal standard reimbursement rate. • Scott Ferguson, County Administrator, suggests that setting a standard mileage rate at the beginning of every year would make contracts and vendor agreements more uniform and efficient. • Cindi Ferguson, Finance Director, stated that she would research what the historical rate for the county has typically been and get back to the commissioners with the data. • George Jabar, Commissioner, asked how many reimbursements are typically requested on a regular basis, and Tom Doore, County Treasurer, said that in the past few months, there were 3-4 requests with payouts of approximately \$40-\$50. • Joe Pietroski, Commissioner, made a motion to accept the federal mileage reimbursement rate and George Jabar, Commissioner, seconded the motion • Scott Ferguson, County Administrator, promises to create a report to show the mileage rate for the past year to share with the commissioners. ➤ Scott Ferguson, County Administrator, inquired with the commissioners as to their preference on using a kennebec.gov e-mail and a separate laptop for county business. <ul style="list-style-type: none"> • Patsy Crockett, Commissioner Chair, stated that each of the Commissioners would communicate their preferences once they make a decision. 	Approved 3-0
Public Comments	None.	
Adjournment	<p>Regular meeting adjourned at: 1:18pm</p> <p>Motion by George Jabar, Commissioner, to move to Executive Session in accordance with 1M RSA § 405-6-A to discuss a personnel issue. Patsy Crockett, Commissioner Chair, seconds the motion.</p>	

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Minutes January 03, 2023



	Discussion	Action
	Executive session at 1:23pm No Motions Ended 1:49p	

Respectfully Submitted: Stephanie Schredder, Executive Assistant