

Kennebec County, Maine

County Commissioner's Meeting Minutes January 17, 2023



Present:

Patsy Crockett, Commissioner, Chair
 George Jabar, Commissioner
 Joe Pietroski, Commissioner
 Ken Mason, Sheriff
 Tom Doore, Treasurer
 Cindi Ferguson, Finance Director

Dan Brunelle, Facilities Director
 Chris Brawn, HR Director
 Devon Parsons, IT Director
 Matthew Boucher, Register of Deeds
 Corey Goodchild, Asst. Jail Administrator
 Shay Freeman, DA Office Administrator

Kathy Ayers, Register of Probate
 Karen Trussell, Finance Specialist
 KelLee Gray, HR Administrator
 Scott Ferguson, County Administrator
 Stephanie Schredder, Executive Assistant

Absent: Bobby Adams, Maintenance Technician, Lisa Bryant, Finance Manager, Art True, EMA Director, Meaghan Maloney, District Attorney Esq., Jason Decker, EMA Deputy Director

	Discussion	Action
Call to order	12:00pm	
Minutes	A motion was made by Joe Pietroski, Commissioner and seconded by George Jabar, Commissioner , to accept the minutes of January 3 rd , 2023.	Approved 3-0
Human Resources	<p><u>Chris Brawn, Human Resources Director:</u></p> <ul style="list-style-type: none"> ➤ The majority of the work done in the last two weeks was spent on the implementation of the new payroll and human resources systems. ➤ KelLee Gray, Human Resources Administrator, is doing an excellent job in her first two weeks with the county. ➤ The second timekeeping system training will be held tomorrow (January 18th) with a Zoom option for supervisors of the jail. <ul style="list-style-type: none"> • Patsy Crockett, Commissioner Chair, asked if the timekeeping system was officially initiated and Chris Brawn, Human Resources Director, answered by saying that the timekeeping system is currently in testing mode but will hopefully go live by February 1st. • Joe Pietroski, Commissioner, asked if the district attorney's office uses Zoom for court hearings, and Shay Freeman, DA Office Administrator, stated that the majority of court hearings are in-person, but the court does have Zoom capabilities. 	

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<p>Treasurer</p> <p>Finance</p>	<p><u>Tom Doore, Treasurer:</u></p> <ul style="list-style-type: none"> ➤ Because of the holiday and the preparation of the new payroll system, a few of the processes within the finance department were delayed, so the restitution warrant and the accounts payable warrant will be available for approval and signatures later in the week. ➤ General Fund Cash - \$9,238,000 is invested in the insured cash sweep account with Kennebec Savings Bank. ➤ Recovery Fund Cash- \$18,773,000 is invested in the insured cash sweep account with Kennebec Savings Bank. ➤ Investment Fund - Close of business yesterday \$1,972,000 down \$4,000 since last meeting. <ul style="list-style-type: none"> • Joe Pietroski, Commissioner asked for clarification of what the general fund is and how it originated. Cindi Ferguson, Finance Director, explained that the general fund is the general checking account for Kennebec County and when Tom Doore, Treasurer, specifies an amount, he is referring to the total amount after subtracting expenditures from revenue. • Patsy Crockett, Commissioner Chair, pointed out the informational budget sheets distributed by the finance department available to everyone at each commissioner meeting. Cindi Ferguson, Finance Director, mentioned that the new finance system will make this and other processes more comprehensive and efficient. • Joe Pietroski, Commissioner, asked when finance expects to have the new payroll system implemented and active, and Cindi Ferguson, Finance Director, informed the commissioners that the county had just completed the first active payroll this week. • Patsy Crockett, Commissioner Chair, requested for a second introductory e-mail from the payroll system be sent to her. <p><u>Cindi Ferguson, Finance Director:</u></p> <ul style="list-style-type: none"> ➤ Positive Pay was instituted to avoid fraudulent charges on the county finance accounts. ➤ Authenticated users with the Maine Department of Justice for the forfeiture requests through the sheriff's office. ➤ The local government finance survey was submitted on time. The data from this survey would be used to evaluate different counties and municipalities around the country to determine how much money they should allocate for special federal funding for grants and certain programs. ➤ \$466,000 in ARPA funds will be paid to Johnson Hall and \$27,000 in ARPA funds will be paid to The Children's Center that will appear on the next upcoming warrant. 	

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	<ul style="list-style-type: none"> ➤ Joe Pietroski, Commissioner, asked for clarification of where the money for the investment fund originated and Cindi Ferguson, Finance Director, stated that there wasn't a specific sole source and that funds accumulated can originate from several different origins. ➤ Joe Pietroski, Commissioner, wanted to know if the finance department would be showing carry-over funding from the previous fiscal year and Cindi Ferguson, Finance Director, confirmed that the carry-over funds would be represented in the next fiscal year budget. 	
<p>Sheriff/Corrections</p>	<p><u>Christopher Read, Lieutenant:</u></p> <ul style="list-style-type: none"> ➤ The Kennebec County Sheriff's Office is recruiting for 3 positions. ➤ George Jabar, Commissioner, inquired about the reassignment of an investigator from the sheriff's office and Christopher Read, Lieutenant, and Chris Brawn, Human Resources Director, both clarify that an investigator from the sheriff's office transferred to work with the district attorney and there is one replacement candidate in the pipeline. An MOU will be created for the transition of the previous employee from the sheriff's office to the district attorney's office. <p><u>Corey Goodchild, Lieutenant:</u></p> <ul style="list-style-type: none"> ➤ The total jail population is currently 144 with 138 inside the jail. Arraignments are being today. ➤ A CARA class started today. ➤ There are two new recruits in training, pending background checks for those new employees. ➤ There aren't any positive cases of Covid in the jail currently. Mask mandates might be lifted soon. ➤ Cody Brown, Jail Maintenance Supervisor, is present to answer any questions about the new fire suppression system proposal at the Jail. <ul style="list-style-type: none"> • The commissioners officially request a total of three bids for the fire suppression system replacement before moving forward with the project. 	
<p>District Attorney</p>	<p><u>Shay Freeman, DA Office Administrator:</u></p> <ul style="list-style-type: none"> ➤ Phil Lynch, Detective, transferred to the district attorney's office from the sheriff's office. ➤ The DA is in the process of hiring a new legal secretary. ➤ Jury Selection is today. ➤ There is a potential for seven trials to be held in February. 	

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<p>Probate</p>	<p><u>Kathy Ayers, Probate Register:</u></p> <ul style="list-style-type: none"> ➤ Projected revenue for this fiscal year was \$180,000 and current revenue is at \$141,000. ➤ Legislature: On January 24th, Kathy Ayers, Probate Register, will be introducing bills to the legislature on the subjects of guardianship. ➤ The caseload for probate court has doubled recently. ➤ There has been an increase in legal fees due to the new codes and requirements for providing an attorney. ➤ There are shortages of attorneys available for probate hearings and cases. ➤ On February 27th, Kathy Ayers, Probate Register, will be speaking to judges about enacting specific uniformity of conservatorships. ➤ Joe Pietroski, Commissioner, asked about the increased cost for council in probate court and if the payments for that came out of county funding. Kathy Ayers, Probate Register, responded by telling the commissioners that the funding mostly comes from the county unless the case becomes a federal jurisdiction. Joe Pietroski, Commissioner, requested to review a comparison of budgets that show attorney fees and court fees for probate and Kathy Ayers, Probate Register, pointed out that the spreadsheet produced by the county administrator will show that data along with several other items of detailed information. 	
<p>Information Technology</p>	<p><u>Devon Parsons, Information Technology Director:</u></p> <ul style="list-style-type: none"> ➤ The Kennebec County IT Department is working with the Augusta IT Department for a cross agency law enforcement reporting system using the state network (IMC). <ul style="list-style-type: none"> • Patsy Crockett, Commissioner, asked if the IMC update will be used for the Kennebec County and the City of Augusta, and Devon Parsons, IT Director, stated that IMC is used across many municipalities and government entities, so this upgrade will be used by any entity that currently uses IMC. ➤ Working with Dan Brunelle, Facilities Director, on 73 Winthrop Street hooking it up for wiring and the fob system. 	
<p>Registry of Deeds</p>	<p><u>Matthew Boucher, Register of Deeds:</u></p> <ul style="list-style-type: none"> ➤ Report: YTD \$80,365.48. ➤ There will be a clerk position posting soon. 	
<p>Emergency Management Agency</p>	<p><u>Art True, Emergency Management Agency Director:</u></p> <ul style="list-style-type: none"> ➤ Not present, due to a meeting with FEMA and funding for the storm over the Christmas holiday. 	

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<p>Facilities</p>	<p><u>Facilities Director Dan Brunelle:</u></p> <ul style="list-style-type: none"> ➤ 73 Winthrop Street <ul style="list-style-type: none"> • Ken Mason, Sheriff, and Dan Brunelle, Facilities Director, attended the City of Augusta Planning Board meeting on Tuesday. The board voted in favor of the sheriff’s office move to 73 Winthrop Street. • Facilities has been meeting with contractors and coordinating work that needs to be done to prepare for the move. • Dan Brunelle, Facilities Director, explains the needs for electrical and fiber connection between the deeds building (77 Winthrop Street) and the new sheriff’s building (73 Winthrop Street) and is working with the Augusta City Code Enforcement Department to be sure everything is done correctly and within specified requirements. • Joe Pietroski, Commissioner, asked if some of the expenses for the preparation of 73 Winthrop Street can be paid with ARPA funds, and Scott Ferguson, County Administrator, stated that the commissioners would need to vote to confirm the use of ARPA funding but there will need to be solid estimates established for all of the work needed before any determination can be made about funding. 	
<p>Administrator</p>	<p><u>Scott Ferguson, County Administrator:</u></p> <ul style="list-style-type: none"> ➤ Scott Ferguson, County Administrator thanks Dan Brunelle, Facilities Director, for his hard work with 73 Winthrop Street and thanks Human Resources and the Finance Department for an excellent job done to implement the new payroll system for the entire county. ➤ Scott Ferguson, County Administrator, recognized Finance Director, Cindi Ferguson, the Finance Team and KelLee Gray for the exceptional work for the January payroll conversion to EdmundsGovTech. There were very few outliers and the majority of the payroll was correct. A great job! ➤ Scott Ferguson, County Administrator, will be attending the annual Unity meeting at the Unity House of Pizza to review the Unity Budget filed with the State. ➤ Budget meeting invitations have been sent to the department heads for meetings that have been set up for this week to talk about non-payroll related items for each department. ➤ The CHP (Correctional Health Partners) settlement check has been sent for FY21 and FY22 medical cost true-ups. ➤ MPCA (Maine Primary Care Association) moved out of 73 Winthrop Street this week to make it available for the sheriff’s office to populate. 	

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Old Business/ Follow Up Items	<u>ARPA Request:</u> ➤ Belgrade village dam remediation project.	Tabled
New Business	<ul style="list-style-type: none"> ➤ MMA legislative bulletin delivery preference is delivery via e-mail and hard copy for this year. ➤ Siemens Jail fire Alarm System proposal: commissioners requested three bids before designating a vendor for the project. ➤ Joe Pietroski, Commissioner, suggested the consideration of recording and holding commissioner meetings virtually and a library of recorded meetings available to citizens on the website. Patsy Crockett, Commissioner Chair, requested for Joe Pietroski, Commissioner, to provide more information at the next commissioner meeting for consideration. 	Tabled
Public Comments	None currently.	
Adjournment	<p>Regular meeting adjourned at: 1:07pm</p> <p>Motion by George Jabar, Commissioner, to move to Executive Session in accordance with 1MRSA § 405-6-A to discuss a personnel issue. Joe Pietroski, Commissioner, seconds the motion.</p> <p>Executive session at 1:23pm No Motions Ended 1:49p</p>	

Respectfully Submitted: Stephanie Schredder, Executive Assistant