

Kennebec County, Maine

County Commissioner's Meeting Minutes February 21st, 2023



Present:

Patsy Crockett, Commissioner, Chair
 Joe Pietroski, Commissioner
 Tom Doore, Treasurer
 Cindi Ferguson, Finance Director
 Chris Brawn, HR Director
 Art True, EMA Director
 Dan Brunelle, Facilities Director

Meaghan Maloney, District Attorney Esq
 Shay Freeman, DA Office Administrator
 Devon Parsons, IT Director
 Matthew Boucher, Register of Deeds
 Lisa Bryant, Finance Manager
 Ken Mason, Sheriff
 Corey Goodchild, Asst. Jail Administrator

KelLee Gray, HR Administrator
 Zeb Letourneau, BerryDunn Manager
 Consultant
 Scott Ferguson, County Administrator
 Stephanie Schredder, Executive Assistant
 William Bridgeo, YMCA Board Member

Absent: Jason Decker, EMA Deputy Director, Kathy Ayers, Probate Register, George Jabar, Commissioner

	Discussion	Action
Call to order	12:01pm	
Minutes	A motion was made by Joe Pietroski, Commissioner and seconded by Patsy Crockett, Commissioner Chair , to accept the minutes of February 7 th , 2023.	Approved 2-0
Human Resources	<p><u>Chris Brawn, Human Resources Director:</u></p> <ul style="list-style-type: none"> ➤ The MOU between the DA and the Sheriff is ready for signature to approve the Domestic Violence Investigator position. ➤ The employee forms for 1095-C (required by the ACA) are completed and will be delivered by the due date of March 2nd. ➤ Human Resources is currently working on earned time accruals in the newly implemented payroll system. ➤ There are four interviews for the open position in the Registry of Deeds scheduled for this week. ➤ The implementation of AOD (the time clock system) is at an impasse. Human Resources will meet with the Sheriff/ Jail staff to determine next steps. Reporting is required by MDOL (Maine Department of Labor); we are currently not in compliance. ➤ The NCEU contract is under review and Kennebec County is examining benefit adjustments to enable the requested salary increases in future years. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes February 21st, 2023



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<p>Treasurer</p>	<p><u>Tom Doore, Treasurer:</u></p> <ul style="list-style-type: none"> ➤ <u>General Fund Cash</u> - \$7,150,000 is invested in the insured cash sweep account with Kennebec Savings Bank. ➤ <u>Recovery Fund Cash</u>- \$17,475,000 is invested in the insured cash sweep account with Kennebec Savings Bank. ➤ <u>Investment Fund</u> - Close of business yesterday \$1,980,000 down \$20,000 since last meeting. ➤ There are warrants requiring signatures. <ul style="list-style-type: none"> • The total warrant is \$1,361,155.35. <ul style="list-style-type: none"> ➤ \$24,848.20 for Jail Food <ul style="list-style-type: none"> ▪ \$197,960.00 for Correctional Psychiatric and Medical Care ▪ \$5,537.24 for Greater Augusta Utility District ARPA Grant Funding Distribution ▪ \$14,800 Intensive Medical Incorporated (EMT Instructor Course) ▪ \$15,195 Johnson Controls ▪ \$21,547.17 for Maine Pretrial Services ▪ \$13,282 for Maine County Commissioners Association Dues ➤ Joe Pietroski, Commissioner, asks if the psychiatric expenses were part of the MAT (Medically Assisted Treatment) program being mandated by the State of Maine for correctional facilities, and Patsy Crockett, Commissioner Chair, and Lieutenant Corey Goodchild, Assistant Jail Administrator, affirmed that this expense was not related to the MAT program and is a standard regular expense. 	
<p>Finance</p>	<p><u>Cindi Ferguson, Finance Director:</u></p> <ul style="list-style-type: none"> ➤ Kennebec County is 63% through the fiscal year. ➤ In Finance reports, it will look as if salaries and wages are lower which would make it appear that there is an excess of funds but because of accounting technical procedures, it does not reflect an actual excess in funds. ➤ There is an ARPA KVCOG expenditure for work with solid waste in the current warrant needing Commissioner signatures and approval. ➤ There will be a meeting later this week to review ARPA expenditures with BerryDunn. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes February 21st, 2023



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	<ul style="list-style-type: none"> ➤ Cindi Ferguson, Finance Director, stressed the importance of compliance with the Purchasing Policy and the Purchase Order Policy. This topic has been addressed in several Department Head meetings and the procedures have been in place for more than a decade. <ul style="list-style-type: none"> • Signatures confirming the receipt of goods are required. • Any purchase over \$1000 must be signed by the County Administrator. • Blanket purchase orders are possible for ongoing expenses for a specific period of time. <ul style="list-style-type: none"> ▪ Patsy Crockett, Commissioner Chair, asked if the blanket purchase orders are a new procedure and Cindi Ferguson, Finance Director, stated that they are not and that they are in compliance with accounting guidelines. • Patsy Crockett, Commissioner Chair, asked which year the auditors will be starting soon and Cindi Ferguson, Finance Director, stated that RHR is working on FY22. Patsy Crockett, Commissioner Chair, responded by asking to please put out an RFP for the next FY23 audit. 	
Sheriff/Corrections	<p><u>Sherriff:</u></p> <ul style="list-style-type: none"> ➤ A new Deputy Sheriff will be starting with the department on March 6th. <p><u>Lieutenant Corey Goodchild, Assistant Jail Administrator:</u></p> <ul style="list-style-type: none"> ➤ There is a population of 154 in jail. <ul style="list-style-type: none"> • Population will level out throughout the week because court is in session. ➤ The elevator project will tentatively be done on Thursday. ➤ Three correctional officers will be graduating from the Criminal Justice Academy on Friday. ➤ There will be a CARA graduation on March 6th in courtroom 7. ➤ A new employee starts on March 6th, the Jail has an interview for a correctional officer this afternoon. There was one resignation over the weekend. ➤ Joe Pietroski, Commissioner, mentioned that he wants to be friends with Sheriff on Facebook. 	
District Attorney	<p><u>Meaghan Maloney Esq., DA and Shay Freeman, DA Office Administrator:</u></p> <ul style="list-style-type: none"> ➤ The District Attorney's office has a full staff. ➤ There was a burst pipe (2) in the attorney's offices last week. Shay Freeman, DA Office Administrator, thanked everyone for help to restore and remedy the issue. ➤ 3 trials this week and next week. Jury selection follows in the third week. ➤ It is possible that the DA's Office will have to cancel the grand jury on Thursday because of weather. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes February 21st, 2023



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Probate	<p><u>Kathy Ayers, Probate Register:</u></p> <ul style="list-style-type: none"> ➤ No representation. 	
Information Technology	<p><u>Devon Parsons, Information Technology Director:</u></p> <ul style="list-style-type: none"> ➤ The IT Department has been assisting the District Attorney's Office to help with recovery efforts after the pipes burst last week. ➤ Devon Parsons, IT Director, is working with Dan Brunelle, Facilities Director, on preparing 73 Winthrop Street for the Sheriff's Office move. <ul style="list-style-type: none"> • The current project is installation of the security cameras. ➤ Patsy Crockett, Commissioner Chair, asked if the Kennebec County electronic systems were battling a lot of hacking attempts and Devon Parsons, IT Director, remarked that there are approximately 100 to 1000 attempts per day, but the Information Technology Department is doing an excellent job of preventing those attempts from penetrating the system. 	
Registry of Deeds	<p><u>Matthew Boucher, Register of Deeds:</u></p> <ul style="list-style-type: none"> ➤ There will be 4 interviews for the clerk position in Deeds. ➤ LD-210 voted to pass but is not finalized. ➤ Art True, EMA Director, and Matthew Boucher, Register of Deeds, have decided to move the break room so EMA can have another office at no cost. 	
Emergency Management Agency	<p><u>Art True, Emergency Management Agency Director:</u></p> <ul style="list-style-type: none"> ➤ The CPR Instructor Course was held last weekend and 49 new CPR instructors have been certified for Kennebec County. The community CPR program is getting a lot of interest. ➤ The next community roundtable will be held on May 4th from 9am to 1pm located at the EMA office. ➤ The advanced EMT class has a prospective instructor to start late spring. Joe Pietroski, Commissioner, asked if the advanced EMT course fulfills a requirement towards a degree or certification program and Art True, EMA Director, confirmed that this course does fulfill official curricular requirements for an EMT certification program. ➤ EMA did not meet the FEMA threshold for this year and Kennebec County will receive documentation explaining the reasons that the FEMA threshold was not met. ➤ PSAP (Public Safety Answering Point) and Dispatch updates: <ul style="list-style-type: none"> • Art True, EMA Director, arrived from a meeting in Waterville to discuss grouping the 3 main dispatch centers together to analyze the overall responsiveness to constituents in need, transparency, pay structures, and efficiency. 	

Kennebec County, Maine

County Commissioner's Meeting Minutes February 21st, 2023



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	<ul style="list-style-type: none"> • Pricing analysis and cost difference between all PSAP services surrounding Kennebec County will be examined and the findings will be reported back to the Commissioners for consideration. 	
Facilities	<p><u>Facilities Director Dan Brunelle:</u></p> <ul style="list-style-type: none"> ➤ The work on 73 Winthrop Street is an ongoing process to prepare for the move of the Sheriff's Office. ➤ Update on the burst piping water damage in the District Attorney's Office: <ul style="list-style-type: none"> • The carpet that was ordered has arrived and will be picked up tomorrow for installation this Thursday. • Ceiling tiles and cubicles will soon be replaced. • Detective offices will be cleaned and habitable shortly. • Dan Brunelle, Facilities Director, has requested that the Home Depot credit limit be expanded to \$10,000 in order to cover payment for all of the repair costs for the DA's Office and the remodeling costs of 73 Winthrop Street. ➤ Dan Brunelle, Facilities Director, Will be taking some vacation in the near future. 	
Administrator	<p><u>Scott Ferguson, County Administrator:</u></p> <ul style="list-style-type: none"> ➤ There is a public budget hearing tomorrow night in Waterville at 150 main street. ➤ A call from Alec Reynolds in Unity Township was received in regards to Palmer Road repair that is needed. Scott Ferguson, County Administrator, asked Longroad Energy to fix the damage that their heavy vehicles may have caused and will be making a trip up to the Palmer Road to examine the damage. ➤ A Second installment of opioid settlement need to be signed by electronic signature. 	
Old Business/ Follow Up Items	<p><u>PSAP</u></p> <ul style="list-style-type: none"> ➤ See EMA update with Art True, EMA Director. ➤ Live Video Broadcast or Recordings for Commissioner Meetings. ➤ Belgrade Dam committee ➤ Legislative breakfast ➤ Patsy Crockett, Commissioner Chair, makes a motion to approve the signature of the opioid case settlement, and Joe Pietroski, Commissioner, seconded the motion. <p><u>Spirit of America Awards</u></p> <ul style="list-style-type: none"> ➤ Scott Ferguson, County Administrator, would like to see collaboration between towns and Kennebec County and combine their efforts for this program so there isn't any duplication and to maximize efficiency. ➤ Patsy Crockett, Commissioner Chair, suggested for a letter to be drafted and sent to the Spirit of America organization with suggestions. 	<p>TABLED TABLED TABLED</p> <p>APPROVED 2-0</p>

Kennebec County, Maine

County Commissioner's Meeting Minutes February 21st, 2023



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	<p>➤ Patsy Crockett, Commissioner Chair, stated that she would ask Bruce Flaherty, National President of the Spirit of America Awards, to be invited to a meeting with the Commissioners.</p>	
<p>New Business</p>	<p><u>PSAP (Public Safety Answering Points) & Kennebec County Central Emergency Dispatch:</u></p> <p>➤ See EMA.</p> <p><u>ARPA Update with Zeb Letourneau, BerryDunn Manager Consultant:</u></p> <p>➤ BerryDunn has completed, or is working to complete the following deliverables:</p> <ul style="list-style-type: none"> • To date, the County has received \$3,758,085.42 in external grant project expenditures. • Executing Grant Agreements. • Accountability calls for Spring 2023 are being scheduled; this round of calls will be conducted with grantees in March. • The County has \$721,489 left in ARPA reserves that have not been obligated. As the year progresses, if there are projects that are not demonstrating progress towards milestones, goals, or objectives, there may be opportunities to reallocate those funds. Our team is monitoring project progress and will keep you updated. • Patsy Crockett, Commissioner Chair, inquired about specific details of several projects, and Zeb Letourneau, BerryDunn, gave project specific updates. • Joe Pietroski, Commissioner, asked for an explanation of a UEI (Unique Entity Identifier) and Zeb Letourneau, BerryDunn Manager Consultant, stated that the UEI is a DUNS (Data Universal Numbering System) number, but the terminology had officially changed as of April 2022. The UEI is a means of entity identification for Federal awards government-wide. <p>➤ YMCA project change:</p> <ul style="list-style-type: none"> • Since the original ARPA request was submitted, BerryDunn had found the need for expanded childcare to be so great that the KV YMCA has already expanded our State of Maine Child Care Center License from a capacity of 66 children to a capacity of 100 children (an increase of 34 children). The YMCA had utilized interior spaces with their facility for childcare that are less than ideal and taking space away from other programming at the Y including the gymnasium and office/meeting space. The YMCA would like to move these children into the expansion and make room for an additional classroom and multipurpose space. This means the expansion will be created to have two classrooms, one utilized for the children who are currently in the converted office space and the other for an additional classroom to be filled from a waiting list. The 	

Kennebec County, Maine

County Commissioner's Meeting Minutes February 21st, 2023



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	<p>YMCA will also create a multipurpose room that will be utilized for the afterschool program during the school year and additional school age programming during the summer and school vacations. This space could also be used as extra gross motor space during the day for the preschool children when the weather is not conducive to outside play. Each classroom will have a storage closet and a bathroom and sink space. There will be a small space to be utilized as a room for staff to take their break or do their planning time. This room will also have a bathroom and sink area. The YMCA has found it important to have a space separate from the classroom for the Learning Center staff. This helps keep staff morale up which in turn helps with staff retention and decreases staff turnover.</p> <ul style="list-style-type: none"> • Patsy Crockett, Commissioner Chair, makes a motion to accept the YMCA ARPA Project Change, and Joe Pietroski, Commissioner, seconds the motion. • William Bridgeo, Maine State Representative and YMCA Board Member, spoke to the Commissioners in favor of the importance and legitimacy of their proposed project change. He also mentions that Sunday mornings at the YMCA are designated to providing showers and facilities to the homeless population in the Augusta area, and there is a call for volunteers to help during that time. <p>➤ Children's Center Change Request:</p> <ul style="list-style-type: none"> • The Children's Center has received assistance from the State to pay for their broadband project costs and does not have a purpose for the \$7,000 in County ARPA funds provided for the project. The Children's Center has asked the County Commissioners to approve reallocating the \$7,000 in County ARPA funds from sub-allocation (a)4) to sub-allocation (a)3) for their COVID-19 mitigation project, which will help pay for the installation of a clean air handling system. <ul style="list-style-type: none"> ▪ Joe Pietroski, Commissioner, made a motion to approve, and Patsy Crockett, Commissioner Chair, seconded the motion. • During the pandemic, the Children's Center had to furlough employees who received unemployment benefits. Due to the duration and number of staff furloughed, Children's Center exhausted their unemployment reserves with the State of Maine (Unemployment Services Trust) and was invoiced \$119,684 to replenish their unemployment benefits account. Under sub-allocation (a)2), the County provided a grant of \$119,684 to recoup unemployment expenses related to the Children Center's COVID-19 closures. 	<p style="text-align: center;">APPROVED 2-0</p> <p style="text-align: center;">APPROVED 2-0</p>

Kennebec County, Maine

County Commissioner's Meeting Minutes February 21st, 2023



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	<ul style="list-style-type: none"> ▪ Subsequently, the Mills Administration made the decision to replenish the Maine Unemployment Services Trust Fund by transferring nearly \$300 million into the Fund, in an effort to mitigate tax increases on Maine small business such as this one. The aid from the State of Maine has reduced Children's Centers unemployment costs to \$75,000. The Children's Center has asked the County Commissioners to approve reallocating the remaining \$44,684 from (a)2) to sub-allocation (a)3) for their COVID-19 mitigation project, which will help pay for the installation of a clean air handling system. • The Children's Center has asked the Commissioners to approve using sub-allocation (a)1) to cover payroll expenses. The Children's Center stated that payroll expenses are their largest day to day operational expenditure and would enhance their flexibility in using the ARPA monies they were provided to replace lost revenues due to periodic program closures and reduced census caused by the COVID-19 pandemic. Payroll expenses were not specifically named in the grant agreement executed between the County and the Children's Center. <ul style="list-style-type: none"> ▪ Joe Pietroski, Commissioner, made a motion to approve the Children's Center sub-allocation to cover payroll expenses, and Patsy Crockett, Commissioner Chair, seconded the motion. 	APPROVED 2-0
Public Comments	None.	
Adjournment	Regular meeting adjourned at 1:46 pm.	

Respectfully Submitted: Stephanie Schredder, Executive Assistant