

Kennebec County, Maine

County Commissioner's Meeting Minutes June 6th, 2023



Present:

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

Al Morin, Deputy Sheriff
 Dan Brunelle, Facilities Director
 Meaghan Maloney, District Attorney, Esq.
 Corey Goodchild, Asst. Jail Administrator
 Devon Parsons, IT Director
 Matthew Boucher, Register of Deeds
 Jason, Decker, Deputy EMA Director

Scott Ferguson, County Administrator
 Lisa Bryant, Finance Manager
 Audrey Fredericks, Finance Specialist
 Laura Johnson, Deputy Probate Register
 Cody Brown, Jail Maintenance Supervisor
 Stephanie Schredder, Executive Assistant

Absent: Shay Freeman, DA Office Administrator, Bryan Slaney, Jail Administrator

	Discussion	Action
Call to order	12:04pm	
Minutes	A motion was made by Commissioner Pietroski , and seconded by, Commissioner Jabar , to accept the minutes of May 16 th , 2023.	APPROVED 3-0
Human Resources	<p><u>Human Resources:</u></p> <ul style="list-style-type: none"> ➤ Due to the EEOC (Equal Employment Opportunity Commission) passing the PWFA (Pregnant Workers Fairness Act), Kennebec County is now required to offer more defined accommodation to pregnant and nursing workers. Human Resources has drafted a policy to demonstrate compliance with the law (that takes effect June 23rd) and ask for Kennebec County Commissioner approval. This will eventually be incorporated into Kennebec County's Employee Handbook. <ul style="list-style-type: none"> ○ Joe Pietroski, Commissioner, makes a motion to accept the accommodations policy, and George Jabar, Commissioner, seconds the motion. ➤ The NCEU (National Correctional Employees Union) contract has been negotiated and agreed upon. A finalized version of the contract will be available for signature within the near future. ➤ There are requests awaiting approval from Commissioners for retroactive payments to the MRS (Maine Revenue Services) employees covered under the FOP (Fraternal Order of Police). While helping an employee 	APPROVED 3-0

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	<p>with his retirement planning, Human Resources realized that none of the MRS workers had been receiving their educational or longevity pay since the last contract was finalized.</p> <ul style="list-style-type: none"> ○ Joe Pietroski, Commissioner, asked if Kennebec County is reimbursed for the compensation paid to the MRS employees, and Chris Brawn, Human Resources Director, confirmed that the county does get reimbursement from the State of Maine. ➤ Deeds will be initiating the use of the new timekeeping system this week. ➤ Workforce Compact Training: <ul style="list-style-type: none"> ○ Kennebec County has requested \$6,981 in reimbursement for twenty-six employees, fourteen different classes, and have received \$12,320 reimbursed to date. ➤ Dan Brunelle, Facilities Director, and Chris Brawn, Human Resources Director, will be meeting with MMA (Maine Municipal Association) next week to finalize the Kennebec County safety incentive for workers compensation benefits. ➤ The Kennebec County Employee Handbook and several outdated personnel policies are currently being revised and updated. ➤ Several municipalities regarding July 3rd, because the fourth falls on a Tuesday. Many are closing to the public or allowing liberal vacation time. I am not sure what your appetite might be to do the same but thought I would throw it out there. 	<p>Approved 3-0</p>
<p>Treasurer</p> <p>Finance</p>	<p><u>Treasurer</u> Tom Doore, Treasurer:</p> <ul style="list-style-type: none"> ➤ Kennebec County is currently 90% through the fiscal year 2023. ➤ General Fund Cash - \$2,650,000. ➤ ARPA Recovery Fund Cash- \$16,600,000 is invested in the insured cash sweep account with Kennebec Savings Bank. \$10,000,000 is invested in Insured CDs placed with various banks through Kennebec Savings Bank, the balance is invested in the Insured Cash Sweep account with Kennebec Savings Bank ➤ Investment Fund - Close of business yesterday \$2,016,000 which is down \$9,000 since the last meeting. ➤ The total warrant is \$210,000. Significant activity includes: <ul style="list-style-type: none"> ● \$50,600 for Aramark – Jail Food ● \$3,400 Jail Attendance Incentive Gas Cards ● 13,300 Norix Group, Inc. – Inmate Safety Tables ● \$10,600 CMP – Electricity for all Kennebec County Buildings ● \$15,700 73 Winthrop Street Office Equipment <p><u>Finance:</u></p>	

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	<p>Cindi Ferguson, Finance Director:</p> <ul style="list-style-type: none"> ➤ Cindi Ferguson, Finance Director, thanks the Treasurer and the employees of the Finance Department for all their efforts and hard work that they do for Kennebec County. ➤ The Finance Department is working on the chart of accounts and conversion to the new Edmunds system that will take place on July 1st. ➤ July 14th is the due date for all FY23 invoices to be turned in to Finance, so that the auditors can start their analysis as soon as possible. Any invoices received after July 14th will be charged to FY24. ➤ Finance will help any department that needs help with completing their financial processes for the end of the fiscal year. ➤ KC Vehicle Usage Questionnaire: <ul style="list-style-type: none"> • This will be going out to any person who will be using a county vehicle for reporting purposes in compliance with IRS publication 15-B. • The Sheriff's Office will be distributing to Sheriff Dept/Jail employees. • There are 15-B exemptions: If an employee does not meet one of the IRS exemptions, it is considered a fringe benefit for work which means that it is taxable income for that employee, and if this is the case in any circumstance then it is required by law to keep detailed records of all usage (including County use and personal use – to determine taxable use). • Franklin County has been working to structure a county vehicle use program, and George Jabar, Commissioner, asks to get a copy of their vehicle use policy. ➤ BerryDunn has developed a package to make sure that invoice submissions to the Finance department comply with the Purchasing and Procurement Policy. This is important due to government regulations triggered by ARPA grant expenditures which require Kennebec County to have a single audit. 	
<p>Sheriff/Corrections</p>	<p><u>Ken Mason, Kennebec County Sherriff:</u></p> <ul style="list-style-type: none"> ➤ The Kennebec County Sheriff's Office is currently at capacity for staff. ➤ Calls for service are increasing due to warmer weather. ➤ 73 Winthrop Street is almost done with renovations. ➤ Introduced Scott Dumas, Deputy, to the Commissioners. <p>Chris Read, Lieutenant:</p> <ul style="list-style-type: none"> ➤ The Sheriff's Office is working towards installing evidence lockers at 73 Winthrop Street in compliance with MLEAP (Maine Law Enforcement Accreditation Program) certification standards, which is one step in the process of full MLEAP accreditation for the Kennebec County Sheriff's Office. 	

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	<p>➤ Patsy Crockett, Commissioner Chair, reminds Chris Read, Lieutenant, that the Finance Office will be needing all invoices for FY23 to be submitted by July 14th.</p> <p>Jail:</p> <p>➤ Lieutenant Corey Goodchild, Assistant Jail Administrator:</p> <ul style="list-style-type: none"> • The current population inside the jail is 132. • On June 12th, there is a CARA graduation in courtroom seven at 10am. • There will be a Corrections graduation tomorrow at 1pm. There are three officers graduating. • 2024 Maine Pretrial Service contract: • Scott Ferguson, County Administrator, informs the Commissioners that the contract will be ready for them to sign at the next Commissioner meeting on June 20th. 	
District Attorney	<p>DA's Office:</p> <p>➤ Shay Freeman, Department Head:</p> <ul style="list-style-type: none"> • Not present. 	
Probate	<p>Probate:</p> <p>➤ Kathy Ayers, Probate Register:</p> <ul style="list-style-type: none"> • Kathy Ayers, Probate Register, will be retiring after 30 years of service on June 9th, 2023. • Probate revenues are \$100,000 above projections for the year. <p>➤ Laura Johnson, Deputy Probate Register:</p> <ul style="list-style-type: none"> • Thank you to Stephanie Schredder, Kennebec County Executive Assistant, for organizing the retirement event for Kathy Ayers, Probate Register, which will be held June 12th, 2023. • Patsy Crockett, Commissioner Chair, thanks Kathy Ayers, Probate Register, for her decades of service, and welcomes Abigail St. Valle, Future Probate Register, as of June 12th, 2023. 	
Information Technology	<p>Information Technology:</p> <p>➤ Devon Parsons, IT Director:</p> <ul style="list-style-type: none"> • The IT department has moved down to the first floor of Hill House in the Sheriff's old office. • Key card system will be installed with EMA next week. • Parts, inventory, and supply needs are more difficult to keep up with currently. • Patsy Crockett, Commissioner Chair, mentioned that the Probate Court needed attention for their conference solutions, and Devon Parsons, IT Director, stated that there is a plan for IT to work on solutions next Tuesday and is currently in negotiations and discovery with various vendors to provide services. 	

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	<ul style="list-style-type: none"> ○ Scott Ferguson, County Administrator, states that a service request via e-mail to the IT department for any sort of electronic or technical need would ensure expedited attention and efficient record keeping. ● Patsy Crockett, Commissioner Chair, stresses the importance of submitting all invoices to Finance by June 23rd for FY23, and Devon Parsons, IT Director, asks about submitting invoices for unfinished open projects that will not be finished by fiscal year-end; and Cindi Ferguson, Finance Director, assures all departments that they can work with the Finance department on open projects and other variations that need to be addressed. 	
Registry of Deeds	<p>Register of Deeds:</p> <ul style="list-style-type: none"> ➤ Matthew Boucher, Register of Deeds: <ul style="list-style-type: none"> ● Revenues are down \$257,444.00 from last year at this time. ● Housing inventory is currently up, which is good for the future market. ● Interest rates are hovering around 6.5% ● Month of May down 18.7 % ● The Registry of Deeds is working with Kennebec Savings Bank to consolidate accounts from Camden to Kennebec Savings Bank and is also working on implementing debit and credit card payment systems. 	
Emergency Management Agency	<p>Emergency Management Agency:</p> <ul style="list-style-type: none"> ➤ Jason Decker, Deputy EMA Director: <ul style="list-style-type: none"> ● There have been interviews for an EMA Director replacement. ● EMA visited the towns of Vienna, Manchester, Winslow, and Manchester in conjunction with FEMA (Federal Emergency Management Agency) and MEMA (Maine Emergency Management Agency) to assess and analyze joint damage assessment form the storm season recently. Looks promising that we will meet the threshold. ● The MD3 program is still on track but will be initiated a little later than planned. There will be a public notice for comment. 	
Facilities	<p>Facilities Maintenance:</p> <ul style="list-style-type: none"> ➤ Dan Brunelle, Facilities Director: <ul style="list-style-type: none"> ● All paving stones will be removed, and the ground regraded at Hill House to prevent water from dripping into the basement. ● Facilities will be replacing the PVC plumbing in Hill House this summer (all budgeted) ● The porch on one side of the building is in disrepair and is a safety hazard and will be rebuilt. 	

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	<ul style="list-style-type: none"> • 73 Winthrop Street just received their pass-through lockers and will only need a backup generator to complete the projects needed for the new building. ➤ Cody Brown, Jail Maintenance Supervisor: <ul style="list-style-type: none"> • The Siemens contract was presented to the Commissioners for approval and signature. The HVAC system in the jail will be using the Desigo proprietary system for automation if approved by Commissioners. <ul style="list-style-type: none"> ○ Joe Pietroski, Commissioner, asked if the contract expenditure was budgeted for the 2024 fiscal year, and Scott Ferguson, County Administrator, answered by informing the Commissioners that this was a planned capital improvement project. ○ Ken Mason, Sheriff, said that this is a vital instrument for the jail to function and house inmates. • Patsy Crockett, Commissioner Chair, stresses the importance of submitting all invoices to Finance by June 23rd for FY23. 	
<p>Administrator</p>	<p>Scott Ferguson, County Administrator:</p> <ul style="list-style-type: none"> ➤ Thank you to Zeb Letourneau, Manager Consultant, and BerryDunn for all their hard work. ➤ The Merrill security contract needs Commissioner signature. ➤ The Siemens Contract needs Commissioner signature. ➤ The Maine Pretrial Agreement needed alterations and will be ready for signature at the next Commissioner meeting. ➤ Lockwood Mills project has a deadline of June 30th to respond to the official letter from Kennebec County for action. ➤ All entry to Kennebec County buildings will be key card access only. IT is in the process of converting each department and building. Stephanie Schredder, Executive Assistant, is working with Training Programs and IT to create employee access cards with picture ID's. ➤ Administration and IT are currently working together on consolidating communications vendors. ➤ There will be meetings held to address direct reporting employees to formalize expectations for annual reviews. ➤ There are new positions in the FY24 budget that are being posted, apart from the DA position, which will be posted in January. ➤ There are office location changes for individuals on the second floor of Hill House. ➤ Peter Marchesi, Kennebec County Attorney, is working to define the laws surrounding Kennebec County charging sales tax. ➤ Jail Correctional Programs and Training Programs departments have moved to the first floor of Hill House. ➤ EMA F-350 surplus truck is up for auction now. 	

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	<ul style="list-style-type: none"> ➤ IT is currently working on office move connections. ➤ IT will be short staffed for two weeks. ➤ Jail evacuation was enacted last week which took a total of 15 minutes. ➤ Handbook and policies being examined and analyzed by Human Resources. ➤ The second interview with the candidate for EMA director took place yesterday. ➤ Sent out an appropriate plan to deal with specific data information or approach for the Jail Standards council. ➤ MCCA sent out a letter to the legislature. ➤ The State of Maine will give the Unorganized Territory of Unity an energy exemption. ➤ Scott Ferguson, County Administrator, will be off on Thursday and Friday of this week. ➤ Motion by Joe Pietroski, Commissioner, to hire John Brenenstuhl as the new Director of EMA, the motion was seconded by George Jabar, Commissioner. 	<p>Approved 3-0</p>
<p>Old Business/ Follow Up Items</p>	<p><u>ARPA Update with Zeb Letourneau, Manager Consultant:</u></p> <ul style="list-style-type: none"> ➤ BerryDunn has completed, or is working to complete the following deliverables: <ul style="list-style-type: none"> • To date, the County has received \$5,096,713.41 in external grant project expenditures. Many projects have plans to use the money that was allotted to them and while Kennebec County is holding the funds that have yet to be distributed, it is acceptable to store the funds in Certificates of Deposit accounts, which, in turn, generate accumulated interest. This interest has been kept in the ARPA fund and if it goes unused by the expenditure deadline then the interest that has been generated will go back to the federal government, so BerryDunn would like to recommend that the interest generated be moved to the General Fund. <ul style="list-style-type: none"> ○ Joe Pietroski, Commissioner, makes a motion to move the interest generated by the ARPA CD holding funds to the Kennebec County General Fund, and George Jabar, Commissioner, seconds the motion. • Zeb Letourneau, Manager Consultant, discusses the details of the legal necessity of a single audit for any organization that received more than \$750,000 in Federal funding, which includes the ARPA grant program that Kennebec County is now participating in and implementing. The cost for a single audit is approximately \$75,000. <ul style="list-style-type: none"> ○ Joe Pietroski, Commissioner, makes a motion to allocate \$75,000 from the ARPA fund to the Kennebec County Finance department to obligate for future single audits, and George Jabar, Commissioner, seconds the motion. ○ Zeb Letourneau, Manager Consultant, stated that if there are any funds left within that obligation after two years, then they can be reallocated to another project within the ARPA umbrella. 	<p>Approved 3-0</p> <p>Approved 3-0</p>

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	<ul style="list-style-type: none"> • There are nine expenditure reviews that require final Kennebec County review and approval. ➤ Executing Grant Agreements and covenants: <ul style="list-style-type: none"> • The Waterville Manor Gardens project is ready to be executed on June 6th. We have a legal package that Patsy Crockett, Commissioner Chair, must sign in the presence of a notary. • We will circle back with VOA and MMHSS this summer. If the Lockwood Mill project is not executed by the end of the month, the Commissioners may elect to reallocate the funds to another opportunity. • The County has \$708,933 left in ARPA reserves that have not been obligated. <ul style="list-style-type: none"> ○ 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. ➤ Discussion Items: <ul style="list-style-type: none"> • Federal Govt Update – Proposal to claw back unobligated ARPA funds does not include the State and Local Fiscal Recovery Funds (SLFRF). • EMA First Responders Program desk review. We identified several recommendations during our desk review; we are working with the Finance Dept. and EMA to address those items. The Finance Dept. will be responsible for closing out the review items with EMA. • We created a procurement form to assist County Departments with documenting their procurements, as required by county policy and federal law. We are developing a presentation for the County Departments on local and federal requirements for managing their grant funds. ➤ Projects in Development <ol style="list-style-type: none"> 1. North River Co: Waterville Affordable Housing Project: <ul style="list-style-type: none"> • BerryDunn provided the North River team with drafts of the legal documentation to review and approve on 12/19/2022. BerryDunn followed up on 2/2/2023. North River Co’s legal counsel contacted BerryDunn on 3/2/23 via phone and communicated that the project is still in the planning phase and North River is still in negotiations with Maine Housing. Kennebec County provided North River Co. with an ultimatum to kick-off the project by June 30, 2023, or the project funds may be reallocated. 2. Mid Maine Homeless Shelter & Services: Waterville Affordable Housing Project 3. Volunteers of America: Winthrop Affordable Housing project <ul style="list-style-type: none"> • MMHSS and VOA have finalized their registrations in sam.gov, and the County can now execute their grant agreements. We are working with the County’s real estate attorney to finalize the affordable housing grant agreements. 	

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	<p>4. Waterville Manor Gardens: Waterville Affordable Housing Project:</p> <ul style="list-style-type: none"> • Patsy Crockett, Commissioner Chair, signs the Waterville Manor Gardens MOU and Subrecipient Grant Agreement with the concurrent approval for signature from Joe Pietroski, Commissioner, and George Jabar, Commissioner. Lisa Bryant, Finance Manager and Legal Notary, acts as notary for the signing of the Waterville Manor Gardens MOU and Subrecipient Grant Agreement. 	Approved 3-0
Commissioner Comments	None currently.	
Public Comments	None currently.	
Adjournment	<p>Regular meeting adjourned at 1:29pm</p> <p>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.</p> <p>Executive session at 1:29pm A Motion was made to approve payouts as presented by Human Resources and the Kennebec County Administrator. Ended 1:49p</p>	Approved 3-0

Respectfully Submitted: Stephanie Schredder, Executive Assistant