

Kennebec County, Maine

County Commissioner's Meeting

Minutes January 17th, 2024



Present:

Patsy Crockett, Commissioner, Chair
 George Jabar, Commissioner
 Joe Pietroski, Commissioner
 Chris Brawn, HR Director
 Tom Doore, Treasurer
 Lisa Bryant, Finance Director

Ken Mason, Sheriff
 Al Morin, Chief Deputy
 Frank Griffen, Deputy District Attorney Esq.
 Bryan Slaney, Jail Administrator
 Devon Parsons, IT Director
 Abigail St. Valle, Register of Probate

Corey Goodchild, Asst. Jail Administrator
 Sean Goodwin, Acting EMA Director
 Dr. Timothy Pieh, MD-3 Medical Director
 Scott Ferguson, County Administrator
 Stephanie Schredder, Executive Assistant

Absent: Meaghan Maloney, District Attorney, Gail Towns, Deputy Register of Deeds, Shay Freeman, DA Office Administrator, Matthew Boucher, Register of Deeds

	Discussion	Action
Call to order	11:59pm	
Minutes	George Jabar, Commissioner , made a motion to approve the minutes of January 2nd, 2024, with one correction and the motion was seconded by Joe Pietroski, Commissioner , the motion carries.	Approved with changes 3-0
Promotions	Darrell Bryant was promoted to Corporal.	
Human Resources	<p><u>Chris Brawn, Human Resources Director:</u></p> <ul style="list-style-type: none"> ➤ The last couple of weeks there have been a focus on department head recruitment for EMA Director and Finance Director. ➤ Chris Brawn, Human Resources Director, is working with a policy consultant to convert the old employee handbook pieces that weren't currently written as policy to full policies. There is a first draft written and it has been sent to a consultant for review. ➤ Maine Paid Family and Medical Leave Act (MPFMLA) <ul style="list-style-type: none"> • This has been signed into law and the county is required to participate. By January of next year, we will need to pay into it for the 2026 implementation of the law. That means that Kennebec County will be responsible to pay 0.5% of entire payroll into a fund and employees will pay 0.5% of their pay into any account to support MFMLA. Human Resources will be working with the Finance 	

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	<p>Department and Scott Ferguson, County Administrator, to work out the mechanics of that and awaiting more guidance to follow implementation.</p> <ul style="list-style-type: none"> • Joe Pietroski, Commissioner, asked how employees will know to follow policies in the absence of a handbook, and Chris Brawn, Human Resources Director, explains that each policy structure will have an explanation that will clearly state how to follow guidelines and what the guidelines are. 	
<p>Treasurer</p> <p>Finance</p>	<p>Tom Doore, Treasurer:</p> <ul style="list-style-type: none"> ➤ General Fund Cash – \$6,471,799 ➤ The ARPA Cash balance is currently \$11,980,288, \$17,000,000 is invested in KSB Insured money market. The balance is invested in the Insured Cash Sweep account with Kennebec Savings Bank. ➤ The Investment Fund balance at the close of business yesterday was \$2,074,206 which is up \$4,206 since the last meeting. ➤ There are warrants requiring signatures for significant Payments: <ul style="list-style-type: none"> • BerryDunn LLC - \$49,956 – October-December 2023 ARPA • Augusta Fuel Company - \$34,300 – Heat Pump Install – Fuel Safety Compliance • Maine Pretrial Services, Inc. - \$22,200 – January Monthly Contract • Maine Natural Gas - \$20,500 – Gas/Propane • Aramark - \$17,600 – Food Service Contract • The VOICES Project - \$13,600 – ARPA -2nd Installment for Mobilize Recovery • WEX Bank – \$13,300 – December Gasoline Charges • Merrill Investigations - \$11,500 – Security and Mileage for December and January ➤ Tom Doore, County Treasurer, pointed out that he signed a check to reimburse Devon Parsons, Information Technology Director, for the final course he completed to earn his degree and graduate. ➤ Patsy Crockett, Commissioner Chair, asked if the 11 million allotted to ARPA funding had all been committed, and Scott Ferguson, County Administrator, stated that it had all been committed, aside from \$1.68 million, and that \$1.68 million included the amount reabsorbed from the EMS Training Program that had been discontinued. <ul style="list-style-type: none"> • Joe Pietroski, Commissioner, asked if the interest earned from the ARPA funding had been deposited into the general fund and Scott Ferguson, County Administrator, stated that it had. • Patsy Crockett, Commissioner Chair, asked what the total interest earned for the month was and Tom Doore, County Treasurer, stated that the total interest earned for the month was \$4,000. 	

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	<p>Finance:</p> <p>Lisa Bryant, Finance Director:</p> <ul style="list-style-type: none"> ➤ There is an additional warrant for the Boys and Girls Club that needs to be signed. ➤ Cindi Ferguson, Former Finance Director, filed U.S. census bureau survey. ➤ The Finance Department is working on W-2's and 1099's and they will be mailed out next week. ➤ Employee vehicle use: <ul style="list-style-type: none"> • There is a need to make a decision by January 31st. There are four different kinds of rules that can be followed: <ul style="list-style-type: none"> ○ General evaluation rule ○ Annual Least Value Table Method ○ Cents per mile rule ○ Commuting valuation rule: This is the rule that is most recommended by Erika McKay, Finance Contractor. <ul style="list-style-type: none"> ▪ Joe Pietroski, Commissioner, asked about exclusions and Lisa Bryant, Finance Director, stated that the policy can be written so that the exclusions can be specified. ▪ The Commissioners decide to use the IRS vehicle policy commuting valuation rule. ➤ RHR management letter <ul style="list-style-type: none"> • The Commissioners gave authorization to Lisa Bryant, Finance Director, to sign this document. ➤ The Commissioners welcome Lisa Bryant, Finance Director, as the new Kennebec County Director of Finance. 	
<p>Sheriff</p> <p>Corrections</p>	<p>Ken Mason, Sheriff:</p> <ul style="list-style-type: none"> ➤ The Sheriff's Office confiscated \$23,000 and 6 lbs. of drugs in a bust in Farmingdale. ➤ The current detail rate is \$55 an hour and Ken Mason, Sheriff, is requesting an increase of \$5 an hour for deputies. <ul style="list-style-type: none"> • Patsy Crockett, Commissioner, confirmed that the total amount of compensation would be \$60 an hour and the charge to the town is \$85 and hour, and Ken Mason, Sheriff, confirmed that those figures are correct. • Joe Pietroski, Commissioner, made a motion to increase rate of deputy detail pay from \$55 an hour to \$60 and hour, and George Jabar, Commissioner, seconded the motion. <p>Captain Bryan Slaney, Jail Administrator</p> <ul style="list-style-type: none"> ➤ The jail population is 117 inside. 	<p>Approved 3-0</p>

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	<ul style="list-style-type: none"> ➤ There is medical reconciliation pending for \$143,000 owed to the medical vendor. Captain Bryan Slaney, Jail Administrator, suggested to Commissioners to discuss changing the pay structure of the current contract with the medical vendor from “cost-plus” to “flat rate” and to combine all service contracts (3) into one. <ul style="list-style-type: none"> • Commissioners consent to Captain Bryan Slaney, Jail Administrator, researching alternative pay structures for contracts. ➤ The jail put out an RFP (Request For Proposal) for kitchen services and received two bids. The Commissioners will be informed once the bids have been analyzed. ➤ Ken Mason, Sheriff, asked about the progress on the audit for Civil, and Patsy Crockett, Commissioner Chair, stated that BerryDunn is creating an MOU (Memorandum of Understanding) before they can initiate the audit. 	
District Attorney	<p>DA's Office: Frank Griffen, Deputy District Attorney:</p> <ul style="list-style-type: none"> ➤ A lateral justification for the legal secretary position has been signed and approved. 	
Probate	<p>Probate: Abigail St. Valle, Probate Register:</p> <ul style="list-style-type: none"> ➤ There is a personnel issue that will be discussed in the executive session. ➤ Abigail St. Valle, Probate Register, introduced Brielle Balmer as the new Deputy Probate Register. ➤ \$16,000 in revenues for last month. 	
Information Technology	<p>Information Technology: Devon Parsons, IT Director:</p> <ul style="list-style-type: none"> ➤ Working on phone systems conversions with Consolidated Communications. <ul style="list-style-type: none"> • Stage 4 is the fax system. • Consolidated has a tech out here every day and helped with troubleshooting. 	
Registry of Deeds	<p>Register of Deeds: Matthew Boucher, Register of Deeds:</p> <ul style="list-style-type: none"> ➤ Absent. 	
Emergency Management Agency	<p>Emergency Management Agency: Sean Goodwin, Acting EMA Director:</p> <ul style="list-style-type: none"> ➤ The last two weeks have been spent assessing damage from storms for FEMA. 	

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	<ul style="list-style-type: none"> • Kennebec County will not know for a few more weeks if there is qualification for federal funding to repair damages. 	
Facilities	<p>Facilities Maintenance:</p> <p>Dan Brunelle, Facilities Director:</p> <ul style="list-style-type: none"> ➤ There has been snow removal and storm maintenance. ➤ Dan Brunelle, Facilities Director, has been meeting with contractors about installing new roofs for three Kennebec County buildings. ➤ Dan Brunelle, Facilities Director, met with two vendors this morning for a tour of courthouse and heating system update estimates. ➤ The facilities team was here since 1am clearing snow this morning. ➤ Patsy Crockett, Commissioner, asked for an update on the wiring for the probate courtroom and Dan Brunelle, Facilities Director, stated that they were waiting for the Target Electric electricians to come back and finish the project. 	
Administrator	<p>Scott Ferguson, County Administrator:</p> <ul style="list-style-type: none"> ➤ Lisa Bryant, Finance Director, is now the new finance Director. Welcome. ➤ A decision needs to be made by the Commissioners on the projects that will get ARPA funding. <ul style="list-style-type: none"> • Joe Pietroski, Commissioner, advocated for ARPA funding for a project in Mount Vernon. The request is looking for funding of \$57,000. <ul style="list-style-type: none"> ○ Scott Ferguson, County Administrator, explains that to be considered as a legitimate ARPA request, an application needed to be submitted and to be scored by BerryDunn. ○ Patsy Crockett, Commissioner Chair, makes a motion to accept the first 5 list items on the ARPA request document plus the Fayette communication tower project, George Jabar, commissioner, seconds the motion, and Joe Pietroski, Commissioner, opposes ➤ Sent out information for CSX will be going through several intersections in Kennebec County and asked for a schedule. ➤ KVCOG (Kennebec Valley Congress of Governments) is looking for endorsement for code enforcement officers. ➤ A threat protocol is being created for department heads. ➤ Tomorrow night there will be the Unity House of Pizza annual meeting for Unity Plantation. 	<p>Approved 2-0 Opposed 1</p>

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	<ul style="list-style-type: none"> ➤ The State of Maine asked for approval of the Unity Plantation budget, but the budget doesn't get approved until April after the completion of the county budget process. ➤ There was a discussion of capital improvements budget allotment. ➤ George Jabar, Commissioner, made a motion to authorize Patsy Crockett, Commissioner Chair, to sign a contract with G&E roofing, for the amount of \$427,000 for the repair of the courthouse roof, and Joe Pietroski, Commissioner, seconded the motion. 	Approved 3-0
Old Business/ Follow Up Items	<p><u>Timothy Pieh, MD3 Medical Director and Sean Goodwin, Acting Ema Director</u></p> <ul style="list-style-type: none"> ➤ <u>MD3 report update:</u> <ul style="list-style-type: none"> • The program is staffed from 8am to 8pm, Monday through Friday. • There are 3 active positions which covers approximately 75% of shifts. • Responded to 35, emergency 911 calls. • 24.5 hours of teaching for EMS crews • 9 hours of quality assurance • 12.5 hours of community outreach • Current physicians working with MD3: <ul style="list-style-type: none"> ○ Dr. Kelly Meehan-Cousee ○ Dr. Johnathan Busko ○ Dr. Tim Pieh • There are 3 recruits that will soon be coming to work with the program. • The MD3 program is the only program of its kind in Northern New England. • George Jabar, Commissioner, asks Dr. Timothy Pieh, MD3 Medical Director, to explain how the shifts work and Dr. Timothy Pieh, Commissioner, stated that the doctor on shift has their cell on and will get phone call when there is a need within designated towns/area and when a doctor is on-call with MD3, they are not working a shift with the hospital simultaneously. • MaineGeneral provides blood and supplies, Delta Ambulance helps with equipment pricing/keeping operating costs down, and Augusta, Waterville, and Gardiner fire departments help the program as well. • The MD3 program has received positive feedback for the first month of operation. 	
New Business	<u>Kennebec Savings Bank Corporate Resolution</u>	

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	<p>➤ George Jabar, Commissioner, made motion to authorize Patsy Crockett, Commissioner Chair, to sign the Kennebec Savings bank Corporate Resolution granting authority to Lisa Bryant, Finance Director, to set up investment accounts and manage accounts, and Patsy Crockett, Commissioner Chair, seconded the motion.</p>	
Public Comments	<p>➤ None.</p>	
Adjournment	<p>There was a motion by George Jabar, Commissioner, to move to Executive Session to discuss personnel issues pursuant to 1MRSA § 405-6-E. Joe Pietroski, Commissioner, seconds the motion.</p> <p>Declaration to end Executive Session at 2:50 pm</p> <p>Motion by Patsy Crockett, Commissioner Chair to adjourn regular session at 2:53pm, and George Jabar, Commissioner, seconded the motion.</p>	<p>Approved 3-0</p> <p>Approved 3-0</p>

Respectfully Submitted: **Stephanie Schredder, Executive Assistant**