

Sagadahoc County Commissioners
Meeting Minutes
Tuesday, October 10, 2017

A regular meeting of the Sagadahoc County Commissioners was held at 3:00 pm Tuesday, October 10, 2017, in the Commissioners' Meeting Room of the County Courthouse, 752 High Street, Bath, Maine 04530.

Present: Chair Carol Grose; Vice-Chair Charles Crosby, III; County Administrator Pamela Hile; Sheriff Joel Merry; Finance Manager Clarice Proctor; Communications Director Brodie Hinckley; Communications Deputy Tammy Shiers; Assistant to the County Administrator, Mary Kay Blatz
Absent: District 2 Commissioner's seat vacant
Guest: Tim Gill, RKO

- I. Chair Grose called the meeting to order at 3:02 p.m. and established the presence of a quorum.
- II. Public Comments
There were no public comments.
- III. Consent Agenda:
 1. Approval of Minutes for September 12, 2017
 2. Financial Statements for September 2017
 3. Departmental Reports (Written)
 4. Upcoming Meeting(s):
 - a.) Regular Meeting at 3:00 p.m. on Tuesday, November 14, 2017
 - b.) Meeting at 5:00 p.m. on Tuesday, November 28, 2017 IF NEEDED

Upon motion by Vice-chair Crosby, and second by Chair Grose, the consent agenda was unanimously approved as presented.
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IV. Department Reports

1. Tim Gill from RKO – FY 2017 Audit Results

Mr. Gill distributed the financial statements as required by government auditing standards (with comments), and the SAS (Statement of Auditing Standards) letter which clarifies responsibilities and the scope of the audit along with any significant findings. Mr. Gill presented the Commissioners with a PowerPoint presentation of the findings of the audit which included significant findings of net pension liability which was identified as a large liability, three journal entries, and one compliance finding of an unencumbered surplus of above 20% (which is not a significant deficiency or a material weakness.) The financial statement is unmodified, reflecting that there were no significant issues found during the audit process. The Corrections Services Fund is separate from the General Fund

and, along with other County funds, is included in the audit. The jail is also audited separately. Monies in the Corrections fund is restricted for use only for corrections purposes, which includes the Sheriff's Transport Department. Comments made to the Chair during RKO's field visit included examining the Policy Manual and Job Descriptions to be certain they are current (both projects were already in process prior to that time). Overall the audit was extremely positive. Mr. Gill did note that the documents distributed were in draft form, awaiting finalization, but the numbers and findings will not change. 2017 audit reports available upon request.

2. GFOA Conference Report – Clarice Proctor

Clarice reported that her attendance at the three day GFOA (Government Finance Officers Association) conference proved to be very fruitful. She attended workshops including GASB (Governmental Accounting Standards Board) Updates, Municipal Debt, and different ways to process cash (cyber-money, etc.). The conference was a great learning and networking opportunity and she looks forward to attending future conferences.

3. Sheriff's Office / Jail Update – Sheriff Joel Merry

Sheriff Merry reported that September saw an increase in the number of residential burglaries. Ongoing investigation is proceeding well, with one individual incarcerated and much of the property returned to the victims. Sheriff Merry thanked the Commissioners for last year's funding for Leads Online which has helped in solving, and property recovery in over fifteen burglaries. The Sheriff also advised that Zachary Kindelan will be starting in his position as Deputy Sheriff in the next few weeks.

There are currently thirty-three inmates at TBRJ with four people on home monitoring. There is one individual in treatment at Wellspring in Bangor. James Bailey has been hired as the new Jail Administrator. Sheriff Merry and Administrator Hile are both looking forward to working closely with Administrator Bailey in his new role.

V. Business Items

1. Authorization to Accept NCS-NIBRS Grant

The Administrator presented the following: As the FBI is transitioning from its current UCR program to NIBRS (National Incident Based Reporting System) data collection by January 1, 2021, all of the country's law enforcement agencies must be using the program by then. To that end, in July 2016 the Board authorized the execution of a purchase agreement with Spillman for the required software in the amount of \$17,601, with the first payment scheduled in FY 2017-18. In the meantime, however, the federal government made available funding to assist small and medium local law enforcement agencies with the implementation of this program. Sheriff Merry and Director Hinckley worked together with MCEDD on a grant proposal to secure a (non-matching funds) grant in the amount of \$120,673. We are one of only three agencies in the state that qualified. These funds will allow us to upgrade and train in the newest version of the Spillman Records Management System, as well as to purchase other items that would need upgrading in the future. The Sheriff noted that there will be future annual contract costs associated with the upgrade, but as this is a federally mandated upgrade, those costs are

inevitable. The grant funding will save the County the cost of the hardware, software and training associated with the changeover to the new system as well as reimburse us for staff time in the administration of the grant. Sheriff Merry respectfully requested that the Commissioners authorize the acceptance of this grant on behalf of Sagadahoc County. Vice-chair Crosby requested that the County put out a press release to inform the residents of the County of this benefit.

Upon **motion** by Vice-chair Crosby and second by Chair Grose, the Commissioners **voted unanimously to authorize the acceptance of the grant in the amount of \$120,673 for the purpose of financing the upgrade of the NIBRS hardware, software and training.**

VI. County Administrator's Report

Available for review upon request

VII. Commissioners' Comments / Announcements

Vice-chair Crosby reported that the Governor called a meeting with the Workforce representatives, which Commissioner Crosby did not attend. The Governor's office has not released the second quarter federal payment for the Workforce program, resulting in the Western Area Workforce program anticipating closure at the end of the month due to lack of available funds. Vice-chair Crosby believes that the Governor has been misinformed about the administration of the Workforce Boards, and that the Governor would like to see the Coastal Counties Workforce Board join with the Western Area Workforce board into one organization that is controlled by the state. He will continue to keep the Board updated.

Administrator Hile informed the Commissioners that the County van was brought in for inspection and service. As the cost of repair exceeded the value of the vehicle, it was recommended that the van be disposed of, possibly in trade towards the purchase of a new Sheriff's Office vehicle. The need for a replacement County vehicle will be assessed during the upcoming budget process.

VIII. Adjournment

Upon **motion** by Vice-chair Crosby and second by Chair Grose, the Board voted by **unanimous acclamation to adjourn the meeting at 4:13 p.m.**

Respectfully Submitted,

Mary Kay Blatz, Assistant to the Administrator