Board of Corrections

Minutes of December 8, 2010, Meeting
1:00 p.m. to 3:30 p.m.
Located in: The Board of Corrections Conference room
32 Blossom Lane, Marquardt Building – 3rd Floor, Augusta

Members Present:
Chair Neale Duffett, Cloutier, Conley & Duffett, P.A., (Public); **Tom Brown,** Eaton Peabody (Public); **Ric Hanley**, Spring Harbor Hospital (Mental Health); **Commissioner Anne Head,** Maine Department of Professional and Financial Regulation; **George Jabar**, Jabar, Batten & Ringer, (County Commissioners); **Tim King**, Washington & Hancock County Community Action Program (Public); **Sheriff Randall Liberty**, Kennebec County Sheriff's Office, (Maine Sheriff's Association); **Commissioner Martin Magnusson**, Maine Department of Corrections

Members Absent: **Irving Faunce**, Town of Wilton, (Maine Municipal Association)

Development Program Manager: **Kate Snyder**, Board of Corrections

Executive Associate: **Kelene Barrows**, Maine Department of Corrections

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Handouts:

- Agenda for 12/8/2010 meeting
- Minutes of 11/9/2010 and 11/17/2010 meetings
- Board Action Item #10-029
    - FY12-13 Growth Limitation Methodology
- Board Action Item #10-030
    - York FY11 Budget Adjustment
- BOC FY11 Monthly Reporting Package – December 9, 2010

Welcome and Introductions:

Chairman Duffett welcomed everyone and introductions of all Board members proceeded. It was noted the Board of Corrections meeting would be broadcasted live over the internet at: http://www.maine.gov/corrections/.

Approval of Minutes:

Motion:
- Tim King made a motion to accept the November 9, 2010, and November 17, 2010, minutes; seconded by Sheriff Randall Liberty.

Vote:
- All were in favor; passed as unanimous.

Report of the Chair:

- **Kelene Barrows: DOC Employee of the Year**

Chair Duffett shared with the Board that Kelene Barrows, Administrative Assistant with the Department of Corrections and Executive Associate with the Board of Corrections was selected as DOC employee of the year for 2010. Well done!

- **Kate Snyder:**

Chair Duffett also shared with the Board that Kate Snyder was recently re-elected to her position on the Portland School Committee and has been elected Chair of that Committee. Well done!

- **Limited Period Position:**

Chair Duffett noted the Board may need to meet the week between Christmas and New Years to change the Limited Period Position from the SPO to the BOC and to fill it.

Business Meeting:

- **Consideration and Action to approve Action Item #10-028: FY 12-13 County Correctional Facility Budgeted Capacities.**

It was noted that action item #10-028 was not ready for the Board's approval. The Board agreed to review it later.

- **Consideration and Action to Approve Action Item #10-029: FY12-13 Growth Rate Methodology**

It was noted that the action item incorporates a lot of the discussion from the forum at the Kennebec County Government Center. Chair Duffett has been working with Sheriff Brackett and Ms. Snyder to convert what was heard into language. The action item is the initial draft of the recommendation made by the Maine Sheriff's Association (MSA) in collaboration with the MCCA and the Jail Administrators.

Motion:

- George Jabar made a motion to accept Action Item #10-029; seconded by Ric Hanley.

Discussion:

- It was suggested to add the word **"and"** at the ends of subparagraphs (a) and (b).
- It was suggested to change the title to **"FY12-13 Growth Limitation Methodology".**
- It was suggested to add the following words at the end of subparagraph (c): **"Will serve as the second component in determining the growth limitation factor for each county".**
- Under Fiscal Impact delete: **"LD1"**

- It was suggested to add the following words at the end of subparagraph (b): **"As the first component in determining the growth limitation factor for each county services budget."**
- It was suggested to add the following words at the end of the Fiscal Impact section: **"Budget approvals will be consistent with 30-A MRSA Section 710."**

Motion:
- Commissioner Magnusson made a motion to accept Action Item #10-029 as amended above; seconded by Sheriff Liberty.

Vote:
- All approved; passed as unanimous.

- **Consideration and Action to Approve Action Item #10-030: York FY11 Budget Adjustment**

Motion:
- Mr. Jabar made a motion to approve Action Item #10-030: York FY11 Budget Adjustment; seconded by Commissioner Magnusson.

Vote:
- All were in favor; passed as unanimous

- **Consideration: Next steps in the FY12-13 Process**

- The Corrections Working Group will be working on the Average Daily Populations (ADP) with Mr. Nichols.
- It was noted the way the ADP's are now, there would be adding of staff. It was suggested to revise to minimize additional staffing.
- The Board directed the Working Group to get the ADP published.
- It would be a good thing for the CWG make sure things are spelled out just right for the counties.
- There was consensus of four weeks from the ADP publishing or no later than Monday, January 10, 2011 for budget submission to the Board's Fiscal Agent.

Motion:
- Sheriff Liberty made a motion to ask that the budgets be due four weeks from the ADP publishing or no later than January 10, 2011 to the Board's Fiscal Agent; seconded by Ric Hanley.

Vote:
- All were in favor; passed as unanimous.

Meeting Adjourned:

Motion:

- There was a motion made by Commissioner Magnusson to adjourn the meeting; seconded by Tom Brown.

Vote:

- All were in favor; passed as unanimous.

Future Meetings/ Workshops (subject to change):

- Thursday, December 30, 2010 – **Meeting at 10:00 a.m.**
- Wednesday, January 19, 2011 – **Meeting at 10:00 a.m.**
- Wednesday, February 16, 2011 – **Meeting at 10:00 a.m.**
- Wednesday, March 16, 2011 – **Meeting at 10:00 a.m.**

Respectfully submitted by Kelene Barrows