

Councilmember	In-Person	Remote	Absent	Notes
Amber Pulcifer		X		
Ben Mann	X			
Betsy Fitzgerald		X		
Bruce Noddin		X		
Chasity Tuell	X			
Gordon Smith				
Holly Stover			X	
Joe Everett	X			
Liz Blackwell-Moore	X			
Maggie McLoughlin		X		
Melissa Hackett	X			arrived @ 1:40
Pat Kimball	X			
Paul Vinsel	X			
Tess Parks	X			
Todd Brackett			X	

Date:

4/10/2025

Date: 4/10/25 Meeting: Full Council Recorded by: Elizabeth F.

Councilmember	Yay	Nay	Abstain	Notes
Amber Pulcifer	X			
Ben Mann	X			
Betsy Fitzgerald	X			
Bruce Noddin	X			
Chasity Tuell	X			
Gordon Smith				
Holly Stover				
Joe Everett	X			
Liz Blackwell-Moore			X	
Maggie McLoughlin	X			
Melissa Hackett				absent @ time of vote
Pat Kimball	X			
Paul Vinsel	X			
Tess Parks	X			
Todd Brackett				absent

Motion: To elect Joe Everett as an at-large member of the Executive Committee

Date: 4-10-25 Meeting: Full Council Recorded by: Elizabeth F.

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Councilmember	Yay	Nay	Abstain	Notes
Amber Pulcifur	X			
Ben Mann	X			
Betsy Fitzgerald	X			
Bruce Noddin	X			
Chasity Tuell	X			
Gordon Smith				
Holly Stover				absent
Joe Everett	X			
Liz Blackwell-Moore	X			
Maggie McLoughlin	X			
Melissa Hackett	X			
Pat Kimball	X			
Paul Vinsel	X			
Tess Parks	X			
Todd Brackett				absent

Motion: To approve the minutes of the March full Council meeting

Date: 4/10/25 Meeting: Full Council Recorded by: Elizabeth F.

Councilmember	Yay	Nay	Abstain	Notes
Amber Pulcifer	X			
Ben Mann	X			
Betsy Fitzgerald	X			
Bruce Noddin	X			
Chasity Tuell			X	
Gordon Smith				
Holly Stover				Absent
Joe Everett	X			
1 Liz Blackwell-Moore	X			
Maggie McLoughlin	X			
Melissa Hackett	X			
Pat Kimball	X			
2 Paul Vinsel	X			
Tess Parks	X			
Todd Brackett				Absent

Motion: To accept the attached job description
for the MRC executive director

MRC Executive Director
2025 Job Description and Responsibilities

(20%) Strategy & Communications

- Articulate the MRC's mission and goals by working with the board, staff, and stakeholders to build alignment with MRC priorities and a clear strategic vision for the organization.
- Lead vendor relationships, supervise collaborative tasks, and manage contracted staff positions to ensure alignment with MRC mission, programs, and goals.
- At the discretion of the Council Chair, serve as a communications liaison for the MRC with relevant external stakeholders.
- Provide recommendations, make key decisions, and seek guidance to effectively execute MRC programs and goals.
- Establish strong grantee communications, ensuring clear points of contact for grantees, streamlined and timely communication from the Council, and clear guidance for the resolution of any challenges with grantees.

(40%) Program & Operations Development

- Develop operational strategies and procedures to ensure effective implementation of MRC programs and funding activities, ensuring consistent grantmaking in line with the Council's priorities.
- Coordinate with key internal and external stakeholders, including MRC Council Members, the OAG, and other state departments, to ensure alignment on goals and develop collaborative processes to ensure efficient and effective grantmaking.
- Prepare, send, and track award letters, grant agreements, and related documents, confirming compliance with all state and MRC regulations and laws.
- Assist the Finance Committee in the budget development process, monitor budget performance regularly, and provide regular financial reports to the Council, Committees, and external partners, as requested.
- Develop and manage a team to deliver effective oversight of the grant portfolio.

(40%) Grant Administration, Management, & Oversight

- Establish and maintain a system for grant process and impact monitoring, including reporting and analysis, to ensure intended impacts are achieved.
- Assist the OAG in the establishment of a risk management system to monitor grantee compliance and financial due diligence, including processing, tracking, and reporting on grant payments and reconciliations.
- Ensure best practices in grantmaking, including maintenance and monitoring of grant records, managing and tracking reporting requirements, and managing modifications (e.g., changes in dates, scope, budget, or terms).
- Work with program staff to develop and implement corrective action plans, as needed, based on monitoring and evaluation findings.

Skills and Qualifications

- A bachelor's degree or equivalent experience in a field related to the nonprofit sector is required.
- Strong stakeholder management skills with demonstrated ability to create consensus and drive progress across multiple stakeholder groups.
- Prior experience managing staff and building a supportive work environment.

- Prior experience working with government bodies is preferred.
- Demonstrated experience in managing a portfolio of grants, including 5+ years of grant management policy and process oversight, is required, and experience specifically building grant portfolios is preferred.
- Knowledge of budgeting, analysis, reporting, and grants management is required.
- Superior analytical and data management skills, with demonstrated attention to detail, accuracy, and high-quality work.
- Strong computer skills and experience with Microsoft365 Office Suite, especially Outlook, Excel, Word, PowerPoint, and DocuSign.
- Strong communication skills, both in person and in writing, are required.
- Prior experience in relevant areas, including non-profit or foundation management and substance use communities within Maine, is preferred. Preference may be given to people with lived or living experience of substance use.

Compensation: Commensurate with experience, up to \$110/hour.

The Maine Recovery Council

Date: 4/10/25 Recorded by: Elizabeth F.

Councilmember	Yay	Nay	Abstain	Notes
Amber Pulcifur	X			
Ben Mann	X			
Betsy Fitzgerald	X			
Bruce Noddin	X			
Chasity Tuell	X			
Gordon Smith				
Holly Stover				absent
Joe Everett	X			
Liz Blackwell-Moore	X			
Maggie McLoughlin	X			
2 Melissa Hackett	X			
Pat Kimball	X			
1 Paul Vinsel	X			
Tess Parks	X			
Todd Brackett				absent

Motion:

I move that the Council delegate to the Executive Committee, established and governed by Section 6.3 of the Council's Bylaws, the task of reviewing and considering all applications received for the Council Executive Director contract opportunity which shall be posted to the Council's website. The Committee's task shall include determining which applications are complete, determining whether to interview applicants and which ones, and whether to make a recommendation to the Council of a proposed candidate to which the Council could award the contract and any proposed terms of the contract.

Date: 4-10-25 Meeting: Full Council Recorded by: Elizabeth F.

Councilmember	Yay	Nay	Abstain	Notes
Amber Pulcifur	X			
Ben Mann	X			
1 Betsy Fitzgerald	X			
Bruce Noddin	X			
Chasity Tuell	X			
Gordon Smith				
Holly Stover				absent
2 Joe Everett	X			
Liz Blackwell-Moore	X			
Maggie McLoughlin	X			
Melissa Hackett	X			
Pat Kimball	X			
Paul Vinsel	X			
Tess Parks	X			
Todd Brackett				absent

Motion: That the Council authorize the Exec. Committee to meet in executive session, to complete the task of reviewing applications for the Executive Director position, pursuant to Sec. 4.10 of the Council's bylaws and Sec. 405 Sub-Sec. 6(A), of Maine's FOAA, codified in Title 1, Ch. 13, Sub-Ch. 1 of Maine's statutes.

Date: 4-10-25 Meeting: Full Council Recorded by: Elizabeth F.

Councilmember	Yay	Nay	Abstain	Notes
Amber Pulcifer	X			
Ben Mann	X			
Betsy Fitzgerald	X			
Bruce Noddin	X			
Chasity Tuell	X			
Gordon Smith				
Holly Stover				absent
Joe Everett			X	
1 Liz Blackwell-Moore	X			
Maggie McLoughlin	X			
2 Melissa Hackett	X			
Pat Kimball	X			
Paul Vinsel	X			
Tess Parks	X			
Todd Brackett				absent

Motion: to allocate the previously approved flexible funding for prevention to Maine Community Action Partnership (MECAP), for the purpose of allocation to 10 CAP agencies to distribute for whole family coaching services, up to \$1000/year/family. MECAP must return any unused funds to MEC at the end of year two.

Date: 4-10-25 Meeting: Full Council Recorded by: Elizabeth F.

Councilmember	Yay	Nay	Abstain	Notes
Amber Pulcifer	X			
Ben Mann				absent @ time of vote
Betsy Fitzgerald	X			
Bruce Noddin				absent @ time of vote
1 Chasity Tuell	X			
Gordon Smith				
Holly Stover				absent
Joe Everett	X			
Liz Blackwell-Moore	X			
Maggie McLoughlin				absent @ time of vote
Melissa Hackett	X			
Pat Kimball	X			
2 Paul Vinsel	X			
Tess Parks	X			
Todd Brackett				absent

Motion: to approve the updated budgets for:

- the Franklin County planning grant, which allots \$400,000 for a needs/planning assessment and implementation opportunity, to be approved by the Council; and
- Lifeline, LLC, for \$500,000 for a treatment center in Aroostook County; and
- the Franklin County Recovery Center for \$200,000