

NOTES- MRC Governance Committee Meeting

2/27/2026

Attendees: Paul Vinsel, Chasity Tuell, , Brendan O'Neil, Tess Parks, Maggie McLoughlin, Jamar Williams, Deb Poulin, Elizabeth Fortier, Joe Everett

Agenda

1. Welcome and Introductions
2. Create recommendation for policy for MRC to review personnel contracts about 60 days prior to contract termination date
3. Create recommendation for policy for selection of committee vice-chairs
4. Create recommendation for letter to nominating bodies prior to the date nominations for MRC are needed
5. New Business
6. Adjournment

Action Items:

- Everyone: Send Chasity and Elizabeth thoughts/docs etc on what would be useful in an orientation
- PV will give update on orientation thoughts to broader council at next meeting
- PV to edit the Chair/Vice Chair policy and share with council for endorsement
- PV to advance to Council the recommendation to do a contract performance review ~60 days in advance of the contract renewal, while that will be the scope of our suggestion at this time, see notes below on longer term work needed re compensation system.
- CT to revise a letter to nominating bodies
- No assigned action item but things that will need to continue discussing/advancing:
 - Decision on recommending that committees generate content calendars for the year-revisit based on discussion re cal suggestions from the finance committee.
 - Establish a fair and transparent compensation system for staff- Based on review of state's process, consider adopting it or something that addresses same function

Minutes:

Misc

- MM and PV met to discuss admin of the governance committee, discussed agenda and meeting meetings

Review Personnel Contracts 60 days prior

- PV shares doc on reviewing personnel contracts
- CT suggests Exec Committee should do the reviewing
- MM agrees, suggests adding "executive committee or their delegate" and add in clarity performance
- DP- need to be more clear on what problem we are trying to solve with this

- PV explained we had no
- DB- Needs to say it needs to be built out more to say how that would be used
- PV – should Exec do this or governance do this?
- DP- Governance could hand that off to exec and hand off to exec committee to be built out, we take conversations to a certain point then it can sit in ether
- CT- There was a timing issue, CT ends in June
- PV- when you say clarity and feedback, should we build it into procedure?
- CT- clarity was related to Elizabeth's contract but in general there should be clarity on all of this.
- MM- Problem trying to solve is that we were having to vote on a continuation of a contract without any performance info. This is the start, just meant to say that we will do performance review. Later date need to add in the *so what* which is how that would affect compensation.
- PV- Uncomfortable discussing that with them in the room
- DP- advance this narrow scope for right now, with understanding that the policy will need to be amended. In and of itself, if we didn't have the immediate task of needing to review the contract. State has a very structured process for reviewing compensation and step elements. Some very limited positions that operate outside of that (appointees), not onerous, but organized.
- PV- can you share that with us.
- DP- can share the process and the specifics based on the role. Eligible for an increase or not. Each job has step etc. Goal to help people progress in skill building and confidence. Can look them up on maine.gov if anyone interested.
- PV- will edit, add context to why

Policy for selection of committee vice-chairs

- PV gives overview of the policy outlining Chair/Vice roles, PV added someone could nominate themselves, other committee folks could nominate. Suggests language to allow that.
- BO- only comment this draft states in the third paragraph that each committee will recommend a vice chair. Point re flexibility, do you want to make that required? Wants to read it more closely to ensure it all conforms to by laws. Consider it more like an orientation doc than a policy. Flags it's a 3/5s vote, not majority vote.
- PV- will try to adjust the draft with edits, then discuss at MRC.

Letter to nominating bodies prior to the date nominations for MRC are needed

- PV- Wrote a very brief draft, why sending letter, discusses term lengths and dates. Thought about listing it out and what office nominated them. Which eligible for renomination and which ones are not. Makes sense?
- CT- names and eligibility. Not enough info for folks to understand what their asking for. CT happy to redraft, concerns it is not her voice.
- PV- very open to that!
- CT- Ask everyone to work on a list of things that would be helpful to us as things need to know to help inform design of orientation to MRC work
- PV- True, first crew had more orientation than older crew, can talk about it now as well.

New business- Orientation for new members

- PV: Orientation should be w Chair of the Council, ED, and AAG. Because we are going to be in a transition. Current chair and current vice chair as part of the orientation. Could be zoom. Would need to have all the new members in on the same meeting?
- CT: is that for the committee or Brendan and CT?
- DP: Not a lot of orientation as people who come on so even folks on the council could benefit. A lot of reading is supplied. These are our processes. Public can witness.
- TP: Agreed. Similar to what MOSS does, why we have the funds, %s to each body, add in a voice of someone with lived experience, also opportunity for new members to find support. Took a while to get a feel for things.
- PV: importance of people with lived experience, have learned the most from experience learning with them.
- MM: Would be helpful to understand why the decisions were made the way they were, great as a separate meeting so as not to take from the regular work of council
- JE: Everyone needs to attend and be annual each year, brings structure. Council content calendar be established, if there are key things that need to be covered in certain periods of time. Simple content cal can help meeting structures. PV's content great. Will help us get money out a lot faster.
- PV: Has talked about setting up a calendar similar to that, use the financial timelines to work back to a grant cal
- JW: everyone should have to go through orientation, been difficult to catch up on why we are here and where we are coming from. History of the opioid funds and how the Council has come together, how the funds have been allocated, how people have been appointed, where we are today, what we are looking to accomplish and what is that timeframe. We won't be there so how do we see ourselves in that timeframe so we can provide the best service? Having a yearly orientation would be helpful. Would help realign us as we can get off track. We are here because of, this is why, that can reinvigorate us. Should not be in the monthly meeting so as not to detract from monthly. Should be additional.
- PV: Could envision us putting something together for sometime in the spring or summer to start it. Can refine it for new members in Nov/Dec. Will talk to BO further on that at next meeting.
- BO: Two thoughts, whenever it takes place try to align with the schedule that Deb is putting together about getting money out the door. Two folks will lean on are ED and Coordinator and need to balance with their schedule. General thought is that, knowledge of how we got there- different people have different historical memories or info, might be worth asking a former member or two to come back and share their perspective, they'll still be around.
- PV- Orientation would be open to public? Required and desired to be
- BO- yes
- DP- annual forum could evolve in purpose and function
- MM- what is the associated action item?
- PV- Will review our discussion here and make some recommendations that we have an orientation, schedule it for current members, etc
- MM- Sounds good, PV to give overview, everyone else send info on what would be useful to an orientation to CT and EF.

- PV- and BO
- CT- we can flow things to BO if needed
- PV: sounds good, anything else? Closes meeting