Board of Corrections Meeting Minutes Conference Room Marquardt Building, 32 Blossom Lane, Augusta, ME Date of Meeting Time of Meeting

Month, Year

The Maine State Board of Corrections convened at on members present were:,,,	
,,,	· <u> </u>
Board members absent were:	
 The following handouts were provided to the Board members: 1. <i>Handout #1</i> 2. <i>Handout #2</i> 3. <i>Handout #3</i> 	
Chair called the meeting to order.	
Chair made the following introductions of individuals present for the m	neeting:
Executive Director reviewed the agenda.	
MOTION by, seconded by, to approve the, Minutes. VOTE ON MOTION Ayes (<i>list the ayes</i>), Nays (<i>list the ne</i>	
<u>Report of the Chair</u> (<i>If the item does not have a motion attached</i>): Chairdiscussed followed. If necessary, briefly detail any important discussion topics.	Discussion
(If a motion is attached): Chairdiscussed MOTION by	, seconded by
, to If necessary, briefly detail any important discussion topics. VOTE ON MOTIONAyes (list the ayes), Nays (list the nays).	
Repeat above for any subsequently reported items, motions, and votes.	
Report of the Executive Director (If the item does not have a motion attached): Executive Director	discussed
(If a motion is attached): Executive Directordiscussed, seconded by, to	. MOTION by _
If necessary, briefly detail any important discussion topics. VOTE ON MOTION Ayes (list the ayes), Nays (list the nays).	

Repeat above for any subsequently reported items, motions, and votes.

Report of the Financial Analyst
(If the item does not have a motion attached): Financial Analyst discussed
Discussion followed.
If necessary, briefly detail any important discussion topics.
(<i>If a motion is attached</i>): Financial Analystdiscussed MOTION by, seconded by, to
If necessary, briefly detail any important discussion topics. VOTE ON MOTION Ayes (list the ayes), Nays (list the nays).
Repeat above for any subsequently reported items, motions, and votes.
Other Business
ITEM TOPIC
(<i>If the item does not have a motion attached</i>): discussed Discussion followed.
If necessary, briefly detail any important discussion topics.
(If a motion is attached):discussed MOTION by,
seconded by, to
If necessary, briefly detail any important discussion topics.
VOTE ON MOTION Ayes (list the ayes), Nays (list the nays).
Updates to the Board GROUP NAME
(If the item does not have a motion attached): discussed Discussion
followed. If necessary, briefly detail any important discussion topics.
(If a motion is attached):discussed MOTION by,
seconded by, to
If necessary, briefly detail any important discussion topics. VOTE ON MOTION Ayes (list the ayes), Nays (list the nays).
Public Comment Period
<i>List name and affiliation (if offered) of anyone providing comment. If necessary, briefly detail any</i>
important discussion topics.
MOTION by, seconded by, to adjourn.
VOTE ON MOTION Ayes (list the ayes), Nays (list the nays).
The Board of Corrections adjourned atpm.
MINUTES APPROVED BY THE BOARD on,