



State of Maine Board of Corrections

State House Station #111
Augusta, ME 04333-0111



MEMBERS:

Neale Duffett*
Tom Brown
Richard Hanley
Anne Head
George Jabar
Tim King
Randall Liberty
Joseph Ponte
Stuart Smith
* Chair of the Board

EXECUTIVE DIRECTOR:

Kate Snyder

EXECUTIVE ASSOCIATES:

Kelene Barrows
April Fortier

CORRECTIONS WORKING GROUP:

Commissioner Joseph Ponte*
Sheriff Glenn Ross*
Cynthia Brann
Peter Crichton
Scott Ferguson
Amy Fowler
Ralph Nichols
Mark Westrum
*Co-Chairs

FOCUS GROUPS:

Budget
Education
Inventory of Needs
Information Technology
Medical/ Pharmacy
Mental Health/Substance Abuse
Pretrial/Diversion/Reentry
Transportation
Victim Services

To: Board of Corrections

From: Kate Snyder

Date: August 25, 2011

Re: Some (not all) Staff Options for the Board of Corrections

Background and Context:

The Board of Corrections currently has one Limited Period Position (LPP): Pay Grade: 32, Class Code: EA32 – Public Service Executive I, effective through December 29, 2012.

After the new members are sworn in, the Board will need to decide how to move forward with staff to support its work.

Some Options For Future Consideration:

1. Hire a New Full-Time Executive Director within the existing LPP:

Submit a REQUEST FOR EXEMPTION TO HIRING FREEZE form to the State Budget Office for approval; **and/or**

2. Hire a Full-Time Fiscal Analyst within the existing LPP:

If the Board would like to change the title and function of the current Limited Period Position from Executive Director to Fiscal Analyst the administrative process to achieve this will be managed by the Board’s Fiscal Agent; **and/or**

3. Create a second Limited Period Position in order to hire a Full-Time Fiscal Analyst:

If the Board would like to create a second Limited Period Position the administrative process to achieve this will be managed by the Board’s Fiscal Agent; **and/or**

4. Hire Two Part-Time Employees within the existing LPP:

It is technically possible to divide the current LPP into two separate part-time positions and the administrative process to achieve this will be managed by the Board’s Fiscal Agent; **and/or**

5. Contracted Staff:

Please see attached email regarding the process to obtain contracted staff support.