

**Regular Meeting
Lincoln and Sagadahoc Multicounty Jail Authority
January 11, 2023 @ 4:00 PM**

Held In-Person and Remote
Two Bridges Regional Jail
522 Bath Road, Wiscasset
Wednesday, January 11, 2023, @ 4:00 PM

MINUTES

Members Present:

Carrie Kipfer
Brett Strout (Excused at 1705)
Pam Hile (Remote)
Peter Lepari
Hamilton Meserve (Remote)
Rand Maker (Remote)
Joel Merry

Unexcused Absences:

Excused Absences:

Charles Crosby
Amber Jones
William Blodgett
Todd McPhee
Peter Drum
Mark Waltz
Todd Brackett

Staff:

Colonel James Bailey
Major William Frith
Officer Derek Maroon
Anne Marie Sonia-Franz – Accounting Manager (Remote)

Others Present:

Charlotte Boynton (Remote) - LCME

Chair Joel Merry opened the meeting at 16:05 with the Pledge of Allegiance.

1) Public Comment – None

2) Report of the Chair –

Joel Merry reported that Denise Marr has stepped down from the Authority and asked members to assist in the search for volunteers from Lincoln County.

Joel Merry discussed the meeting in Knox County with Rod Miller from the National Institute of Corrections. He stated that the meeting was productive and Mr. Miller is interested in offering his assistance as a resource in the efforts to further develop the District 6 Collaborative. Joel Merry went on to state that there is a need for a District-wide Classification Manager but has nothing further to add regarding the position at this time. He added that the inmate movement and housing aspect is important and needs to be discussed further as well. He describes the progress of the Collaborative as “slow, but still moving forward.” Joel Merry stated that discussions on budgeting and costs are needed in order to make more forward progress. He also states that he is hopeful to see more reporting on the matter by the March Authority meeting.

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3) Approval of Minutes

- a) Regular Meeting minutes November 9, 2022 as read (or amended). Amended page 2, section 3. The word “access” changed to “assess”. Amended page 3, section 5a to read: “Expenses are 31.4% which is below the 33% anticipated.” Also amending “his” to “this” in the same paragraph.

On a motion made by Peter Lepari, seconded by Brett Strout, it was VOTED: to approve the Regular Meeting minutes of November 9, 2022.

Roll Call Vote: Yes – 1 abstaining

Joel Merry	Brett Strout	Carrie Kipfer
Pam Hile (abstain)	Rand Maker	Hamilton Meserve
Peter Lepari		

- 4) Nominating Committee – Carrie Kipfer – Carrie announced the slate of officers for consideration: Joel Merry – Chair; Hamilton Meserve – Co-Chair; Peter Lepari – Treasurer; Carrie Kipfer - Clerk

On a motion make by Carrie Kipfer, seconded by Peter Lepari it was voted to accept the following slate of officers:

Joel Merry – Chair, Hamilton Meserve – Vice Chair, Peter Lepari – Treasurer, Carrie Kipfer – Clerk

Roll Call Vote: Yes - Unanimous

Joel Merry	Brett Strout	Carrie Kipfer
Pam Hile	Rand Maker	Hamilton Meserve
Peter Lepari		

On a motion made by Carrie Kipfer, seconded by Peter Lepari it was voted to accept the following slate of Members-At-Large to the Executive Committee:

Members-At-Large: Todd Bracket, Carrie Kipfer and Peter Lepari

Roll Call Vote: Yes - Unanimous

Joel Merry	Brett Strout	Carrie Kipfer
Pam Hile	Rand Maker	Hamilton Meserve
Peter Lepari		

- 5) Committee Reports-

- a) Finance Committee – Peter Lepari – did not meet.

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Peter Lepari stated that he would like to table any discussion regarding the financial reporting until the March Authority meeting due to the lack of time the Authority has had to review the reports.

On a motion made by Peter Lepari, seconded by Pam Hile, it was VOTED: to table the financial report discussions until the March Jail Authority Regular Meeting.

Roll Call Vote: Yes – Unanimous

Joel Merry	Brett Strout	Carrie Kipfer
Pam Hile	Rand Maker	Hamilton Meserve
Peter Lepari		

- b) Executive Committee – Joel Merry - Nothing to report-did not meet.
 - c) Human Resources Committee – Pam Hile - Nothing to report-did not meet.
 - d) Policy Committee – Rand Maker - Nothing to report-did not meet.
 - e) Buildings & Grounds Committee – Brett Strout - Nothing to report-did not meet.
- 6) Administrator’s Report
- a) Staffing Update – James Bailey reports that the jail is down 9 positions with two staff members leaving recently. James added that recruitment efforts through the Department of Labors’ Job Fair in Brunswick was not well received. James Bailey states, however, that the incentive program has shown success in the hiring of 3 officers, 2 of which were referred by staff.

James Bailey further discussed some opportunities to promote the jail via Brunswick High Schools’ and Bath Tech’s law enforcement programs. Student ours of the facility are upcoming as well James Bailey added.

Joel Merry added that the Maine Chiefs of Police in association with Husson University are in the early stages of working on a recruitment video which includes a take on careers in Corrections.
 - b) Population Report – James Bailey-reports that there are 145 total inmates – 1 Cumberland County, 1 York County, 73 Penobscot County, 4 Federal inmates and the remainder Lincoln, Sagadahoc and Knox Counties. Knox County is housing 5 Lincoln/Sagadahoc females and 3 males.
 - c) Budget – James opened up discussion regarding the MAT Program, ENZO and the cost of medication (Suboxone). James Bailey explained that the grant of \$80,000 will not be enough to cover the expected expenses. With estimated cost per year of for the MAT Program of \$124,000 (\$8900 per month estimated for ENZO, \$1400 per month per inmate for medication) there is an expected \$44,000 shortfall.

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Carrie Kipfer suggested that perhaps someone could reach out to the State and request monies from the Opioid Settlement Program. Joel Merry stated that he would reach out to Gordon Smith and see if there are any opportunities for assistance in helping to fund the ENZO program at the jail.

In regards to the monthly payments that at times exceed the \$10,000 that is allowed by policy for a Jail Administrator to approve, James Bailey is asking the Authority to allow him to approve invoices/payments of over \$10,000 for ENZO Recovery payments only in lieu of holding special meetings each time an invoice from ENZO is over said amount.

On a motion made by Joel Merry, seconded by Peter Lepari, it was VOTED: to allow the Jail Administrator to approve payments of over \$10,000 for the ENZO Recovery program only.

Roll Call Vote: Yes - Unanimous

Joel Merry	Brett Strout	Carrie Kipfer
Pam Hile	Rand Maker	Hamilton Meserve
Peter Lepari		

- d) Other – James Bailey discussed the District 6 Classification Manager position stating that the job description is in its final stages and he is working on setting up meetings with the Commissioners’ and Jail Administrators from the other counties to discuss costs/funding of the position. The agreement, James Bailey explains, is a split cost based on wages and benefits from Two Bridges Regional Jails’ package which is provided by one of the current openings the facility has. Peter Lepari asked about a home base for the position and James Bailey stated that the position will require travel between all facilities and is not based out of one. Peter Lepari also asked about transportation expenses and James Bailey stated that those expenses are part of the agreement to be discussed.

James Bailey discussed to the Board that the results of the lawsuit in December ended favorably for Two Bridges Regional Jail and that Peter Marchesie, the attorney for the jail, has presented a reimbursement schedule in the form of a letter to the Board (hand-out) explaining the hours and other (travel, parking and lodging) expenses of the three past employees involved in the defense. James Bailey presented a document to the Board explaining the details of the rate of pay at which the employees would be reimbursed, which is the hourly rate as if the employees never left Two Bridges Regional Jail. There was some discussion regarding the amount of reimbursement for Paul Rubashkin who at present is self-employed and charges an hourly rate higher than that if he were presently employed at the jail. James Bailey explained that the only fair and equitable manner to reimburse these former employees now and moving forward, as precedent, is how it was presented in his document. Joel Merry agreed that James Bailey’s presentation was fair, defensible and will be precedent moving forward. Pam Hile concurred with the statements presented as well.

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On a motion made by Peter Lepari, seconded by Hamilton Meserve, it was VOTED: to approve the statements as presented by the Jail Administrator on the matter of reimbursement to former employees for their assistance in defending Two Bridges Regional Jail in the December lawsuit.

Roll Call Vote: Yes - Unanimous

Joel Merry	Carrie Kipfer
Pam Hile	Rand Maker
Peter Lepari	Hamilton Merserve

7) Old Business – Nothing to report.

8) New Business – Nothing to report.

At 1715, on a motion made by Peter Lepari, seconded by Carrie Kipfer, it was VOTED: to adjourn the meeting.

Roll Call Vote: Yes – Unanimous

Joel Merry	Carrie Kipfer
Pam Hile	Rand Maker
Peter Lepari	Hamilton Meserve

Respectfully submitted,

Derek Maroon

A True Record
ATTEST: