

# Cumberland County

142 Federal St  
Portland, ME 04101



## Agenda - Final-Amended

Monday, September 9, 2024

5:30 PM

*\*Meeting will follow 5:30 PM Workshop\**

The Board meets on the second Monday of each month at 5:30pm in the Peter Feeny Room unless otherwise noted.

### Board of Commissioners

*District 5 - Chair James Cloutier*

*District 1 - Neil Jamieson*

*District 2 - Susan Witonis*

*District 3 - Stephen Gorden*

*District 4 - Patricia Smith*

**CALL TO ORDER**

**ATTENDANCE**

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF THE MINUTES**

[CD 24-019](#) Approval of the minutes, August 12, 2024, meeting of the Board of Commissioners

**Attachments:** [August 12 2024 BOCC Meeting Minutes](#)

**INFORMATIONAL REPORT/PRESENTATIONS**

[CD 24-020](#) Informational Report - Public Health Department

**Attachments:** [Info Report - Public Health Sept.](#)

**COMMENTS FROM THE PUBLIC**

The Board Chair will limit comments to three (3) minutes per speaker.

**CONSENT AGENDA**

[24-084](#) Authorization for the County Manager to execute the Ninth (9th) contract amendment between Armor Medical and Cumberland County for the Jail Medical Services from July 1, 2024 - June 30, 2025.

**Attachments:** [PP - Amendment Armor Health  
9th Armor Health Service Amendment 24-25](#)

[24-087](#) Acceptance of the AKC Reunite Grant for the amount of \$2,250 and approval of the allocation of \$750 from our budget to purchase the drug detection Labrador Retriever.

**Attachments:** [PP - AKC Grant App](#)

[24-088](#) Approval of the purchase of County issued side arms, lights, and holsters through various vendors.

**Attachments:** [PP - Purchase Request  
AM CHAR Quote 9.03.2024](#)

[24-089](#) Amending the Non-Union Personnel Policy

**Attachments:** [PP - Amend Non-Union Personnel Policy Sept 2024](#)

[24-090](#) Acceptance of Cash Donations in the Amount of \$2,900.00 to the Cumberland County Sheriff's Department for the 2024 National Night Out Event

**Attachments:** [PP - 2024 Night Out Donation](#)

**NEW BUSINESS**

[24-085](#) Authorization for the County Manager to submit the County's 2023/24 Consolidated Annual Performance Evaluation Report (CAPER) to the Department of Housing and Urban Development.

**Attachments:** [PP - 2023 CAPER](#)  
[2023 CAPER Summary](#)  
[2023 DRAFT CAPER \(1\)](#)

[24-083](#) County Commissioner Appointment(s) to the Finance Committee for a Three Year Term starting 2024 - 2027.

**Attachments:** [2025-26 Finance Committee](#)

[24-086](#) Authorization for the Sheriff's Office to submit a grant application to the Maine Recovery Council for Medically Assisted Treatment Funding.

**Attachments:** [PP - Grant App Request](#)

**COMMENTS FROM THE COUNTY MANAGER**

**COMMENTS FROM THE EXECUTIVE STAFF**

**COMMENTS FROM THE COUNTY COMMISSIONERS**

**Next Meeting: Tuesday, October 15, 2024**

**ADJOURNMENT**



# Cumberland County

142 Federal St  
Portland, ME 04101

## Position Paper

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**File #:** CD 24-019

**Agenda Date:** 9/9/2024

**Agenda #:**

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**Title:**

Approval of the minutes, August 12, 2024, meeting of the Board of Commissioners

**Background and Purpose of Request:**

Review and approve the attached minutes.

**Staff Contact:** Katharine Cahoon, Executive Dept



# Cumberland County

## Board of Commissioners

### Meeting Minutes - Draft

142 Federal St  
Portland, ME 04101

The Board meets on the second Monday of each month at 5:30pm in the Peter Feeney Room unless otherwise noted.

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**Monday, August 12, 2024**

**5:30 PM**

**Feeney Conference Room, County  
Courthouse, 205 Newbury St,  
Portland ME 04101**

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#### CALL TO ORDER

The Board of Commissioners met for their regularly scheduled meeting at the Cumberland County Courthouse in the Peter Feeney Conference Room, the meeting was called to Order by Chair James Cloutier at 5:32 pm.

#### ATTENDANCE

**Present:** 5 - Commissioner Neil Jamieson, Commissioner Susan Witonis, Vice Chair Stephen Gorden, Commissioner Patricia Smith, and Chair James Cloutier

#### County Staff:

James Gailey, County Manager  
Alex Kimball, Deputy County Manager  
Sandra Warren, Compliance and Audit Manager  
Katharine Cahoon, Admin and Special Projects  
Theresa Grover, Director of Finance  
Kerry Joyce, Captain  
Paige Eggleston, Corporation Council

#### PLEDGE OF ALLEGIANCE

#### APPROVAL OF THE MINUTES

[CD 24-018](#) Approval of the minutes, July 8, 2024, meeting of the Board of Commissioners

*A motion was made by Commissioner Jamieson, seconded by Vice Chair Gorden, that this Minutes Report be APPROVED. The motion carried by a unanimous vote.*

#### INFORMATIONAL REPORT/PRESENTATIONS

#### COMMENTS FROM THE PUBLIC

The Board Chair will limit comments to three (3) minutes per speaker.

There were no comments from the public.

**CONSENT AGENDA**

**Approval of the Consent Agenda**

A motion was made by Vice Chair Gorden, seconded by Commissioner Jamieson, to approve the Consent Agenda. The motion carried by the following vote:

**Yes:** 5 - Commissioner Jamieson, Commissioner Witonis, Vice Chair Gorden, Commissioner Smith, and Chair Cloutier

**No:** 0

[24-073](#) Sheriff’s Office Commissions May 1st - July 31st, 2024

*This Order was APPROVED.*

[24-074](#) Authorization of a Law Enforcement Services contract between the Cumberland County Sheriff’s Office and the Town of Standish from July 1, 2024 to June 30, 2025 for the amount of \$1,435,582.61

*This Order was APPROVED.*

[24-075](#) Authorization of a Law Enforcement Services contract between the Cumberland County Sheriff’s Office and the Maine School Administrative District #61 from August 2024 to June 2025 for the amount of \$98,187.58.

*This Order was APPROVED.*

[24-076](#) Appointment of Yarmouth Deputy Fire Chief Brandan Walker to the CCRCC Board of Directors representing Commissioner District 3.

*This Appointment was APPROVED.*

[24-081](#) Authorization for the Sheriff’s Office to Purchase a Replacement Patrol Vehicle in the amount of \$52,537.10 from MHQ, Marlborough, MA.

*This Order was APPROVED.*

Commissioner Gorden requested that the LEC contract language be updated.

**ARPA BUSINESS**

[24-077](#) Award a bid to Benchmark, Inc. of Westbrook, Maine for the fit-up construction of 27 NorthPort in the amount of \$3,822,908 for the base bid and all six additional alternative bids.

Compliance and Audit Manager Sandra Warren spoke on the recommendation of award to Benchmark Construction. She gave an overview of the creation and posting of the RFP that was done with the assistance of WSP. The County received seven bids and reviewed all of them based on the established criteria. The criteria were outlined in the bid packet and specific to ARPA rules with Federal Regulations that are required to be agreed upon before entering into a contract. Four bidders did not complete that process as outlined in 2 CFR (Code of Federal Regulations) Part 200 under Subpart D. The reasoning behind all of the requirements are for legality and risk management to avoid obligating funds to bidders that do not meet Federal Regulations. This practice is done in all of County programs including CDBG. Other scoring included the timeline for the

project, the cost, and references to assess the capacity and finally the lowest bidder would receive the highest score.

Member of the public, J.P. Schwartz, Senior Planning Engineer from AlliedCook Construction, spoke on the 27 Northport project. Their company was the lowest bidder of \$3,283,303 but was rejected because their firm did not submit the federal documents. Mr. Schwartz gave a summary of concerns relating to the bid packet and process. Some observations included waiving bid requirements for some bidders and not others, instructions to bidders regarding disqualification for leaving blanks in bid package, and general clarity of language. While AlliedCook did not submit the Federal forms, they contest that the forms were not needed for a bid submission but would have been able to provide the forms upon request. Mr. Schwartz also observed that the required subcontractor form was not submitted because it cannot be completed until after the project is awarded. It was also missed by four of the seven experience bidders which reflects on the bid document and not the bidders. Mr. Schwartz gave other examples and explained that AlliedCook was not complaining but concerned that the instructions outlined in the bid package and the bid award selection considered some exceptions to certain bidders but not to AlliedCook.

Chair Cloutier thanked Mr. Schwartz for his comments and asked if he would like to submit any of his comments for the meeting record. Mr. Schwartz explained that he did not, he came with handwritten notes.

Commissioner Gorden asked if the Federal form was examined for completeness, Compliance and Audit Manager Warren confirmed that the Federal forms needed to be signed to be considered complete. However, the completion of the forms was not as important as it was to sign the forms. During the bid all questions were directed to and answered by WSP (the County's engineer and architect for the project). At the Pre-Bid meeting the instructions to bidders in the bid packet they needed to submit; a signed agreement to complete a series of forms; a WSP form; and a Schedules of Values. Under Bid Process, there is coversheet that the packet must be read and a final agreement of the packet submitted. Compliance and Audit Manager Warren was interrupted by Mr. Schwartz. Chair Cloutier announced that the public hearing was formally closed at 5:50 pm.

Chair Cloutier thanked Mr. Schwartz for his comments. He summarized that the ARPA regulations are very tight and sympathized with his concerns. Chair Cloutier concluded that they were unable to make an exception. Mr. Schwartz commented and Chair Cloutier reminded him that the public hearing was closed. Commissioner Smith stated that the bid process is very complicated and she is confident the County followed the process and believes it should be awarded to Benchmark Construction. She noted that it's also important to have a dialogue about where improvements can be made in the future. Chair Cloutier added that sometimes bid forms are created over time and do not flow together. Commissioner Gorden reminded the Board of Commissioners that the County's procurement policy is to select the most responsive bidder.

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*A motion was made by Commissioner Jamieson, seconded by Commissioner*

*Witonis, that the Order be APPROVED. The motion carried by the following vote:*

**Yes:** 5 - Commissioner Jamieson, Commissioner Witonis, Vice Chair Gorden, Commissioner Smith, and Chair Cloutier

**No:** 0

**NEW BUSINESS**

[24-078](#)

Authorization of the County Manager to sign on behalf of the County Commissioners a transfer document with regards to the sale of the Maine Mariners hockey team.

County Manager Gailey explained that Power Play LLC will be the new owners of the Maine Mariners. Commissioner Smith stated that she was excited about the Maine Mariners in their new phase and it means a lot to Maine communities. Chair Cloutier mentioned that Comcast worked with the County when things were at low point and now things have improved.

*A motion was made by Commissioner Jamieson, seconded by Commissioner Witonis, that the Order be APPROVED. The motion carried by the following vote:*

**Yes:** 5 - Commissioner Jamieson, Commissioner Witonis, Vice Chair Gorden, Commissioner Smith, and Chair Cloutier

**No:** 0

**COMMENTS FROM THE COUNTY MANAGER**

County Manager Gailey shared that over the last three weeks the dasher board and new glass project has been completed at the Cross Insurance Arena. One of the outcomes is correcting a 1977 error when the benches were installed on the wrong side of the ice which has been corrected. The new Marquee sign is in the process of being installed and is currently being measured. The new sign will be a very valuable communications tool.

**COMMENTS FROM THE EXECUTIVE STAFF**

Finance Director Theresa Grover noted that auditors will be onsite September 3rd. The month of May and June are being completed. Commissioner Gordan shared that the State DOC will begin to perform an audit of the Jail in the future. Assistant Manager Alex Kimball shared that the District Attorney’s office is applying for a DOJ grant to address a backlog of sexual assault kits using multiple vendors, partnerships with the Sheriff’s Office and State. Commissioner Smith asked about the three year period, Assistant Manager Kimball explained that grant periods are typically three years. Commissioner Gorden stated that he was part of the State hearing and it was unbelievable where sexual assault kits are stored.

**COMMENTS FROM THE COUNTY COMMISSIONERS**

Commissioner Smith congratulated employee Scottie Franklin for her 20 years of service and thanked her for her commitment to working at the County. She stated that the tuition discount at USM is incredible opportunity and a great benefit to work at the County. She encouraged employees to take advantage of that additional benefit.



**EXECUTIVE SESSION**

[24-079](#)

To enter into Executive Session under 1 M.R.S.A. §405(6)(A) for the discussion of duties and compensation.

*Time Into Executive Session: 6:08 PM*

*A motion was made by Commissioner Jamieson, seconded by Commissioner Witonis, that the Executive Session be APPROVED. The motion carried by the following vote:*

- Yes:** 5 - Commissioner Jamieson, Commissioner Witonis, Vice Chair Gorden, Commissioner Smith, and Chair Cloutier
- No:** 0

*Time Out of Executive Session: 7:58 PM*

*A motion was made by Commissioner Jamieson, seconded by Commissioner Smith, that the Executive Session be CONCLUDED. The motion carried by the following vote:*

- Yes:** 5 - Commissioner Jamieson, Commissioner Witonis, Vice Chair Gorden, Commissioner Smith, and Chair Cloutier
- No:** 0

[24-080](#)

To enter into Executive Session under 1 M.R.S.A. §405(6)(E) for consultation with the County's attorney concerning legal rights and duties.

*Time Into Executive Session:*

*6:08 PM*

*A motion was made by Commissioner Jamieson, seconded by Commissioner Witonis, that the Executive Session be APPROVED. The motion carried by the following vote:*

- Yes:** 5 - Commissioner Jamieson, Commissioner Witonis, Vice Chair Gorden, Commissioner Smith, and Chair Cloutier
- No:** 0

*Time Out of Executive Session: 7:58 PM*

*A motion was made by Commissioner Jamieson, seconded by Commissioner Smith, that the Executive Session be CONCLUDED. The motion carried by the following vote:*

- Yes:** 5 - Commissioner Jamieson, Commissioner Witonis, Vice Chair Gorden, Commissioner Smith, and Chair Cloutier
- No:** 0

**ADDED IN SESSION**

[24-082](#)

Authorization of the County Manager to hire an additional employee within the Finance Department at a cost of \$75,000 for a full year salary and benefits (Added in Session)

*A motion was made by Commissioner Jamieson, seconded by Commissioner Smith, that the New Business - Added in Session be APPROVED. The motion carried by the following vote:*

**Yes:** 4 - Commissioner Jamieson, Vice Chair Gorden, Commissioner Smith, and Chair Cloutier

**No:** 1 - Commissioner Witonis

**Next Meeting: Monday, September 9, 2024**

**ADJOURNMENT**

*The meeting was ADJOURNED at 8:00 pm.*



# Cumberland County

142 Federal St  
Portland, ME 04101

## Position Paper

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**File #:** CD 24-020

**Agenda Date:** 9/9/2024

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**Agenda Item Request:**

Informational Report - Public Health Department

**Background and Purpose of Request:**

**Requestor:** James H. Gailey

The Public Health Department will take 15 to 20 minutes updating the Commissioner on the work they are doing countywide.

This is the first of a series of departments coming before the Commissioners on a monthly basis.

**Presentation:** Yes

*Maine*  
Cumberland **County**  
POSITION PAPER FOR AGENDA ITEM

<b>TO:</b>	Cumberland County Commissioners
<b>FROM:</b>	James H. Gailey, County Manager
<b>DATE:</b>	September 9, 2024
<b>SUBJECT:</b>	Department Information Report

**Requested Action:**

Informational Report – No Action

**Background & Purpose of Request:**

Beginning this month, I will be working with County staff on scheduling departments to appear in front on the Commissioners monthly reporting out what they are doing in their departments. One department each month will have 15-20 minutes to present and answer any questions.

For the month of September, the Public Health Department will be presenting.

**Funding Amount and Source:**

**Attachments:**



# Cumberland County

142 Federal St  
Portland, ME 04101

## Position Paper

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**File #:** 24-084

**Agenda Date:** 9/9/2024

**Agenda #:**

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**Title For Agenda Item:**

Authorization for the County Manager to execute the Ninth (9th) contract amendment between Armor Medical and Cumberland County for the Jail Medical Services from July 1, 2024 - June 30, 2025.

**Recommended Action:**

Recommend Commissioners approve the attached contract. Armor has done a commendable job managing the jail through very difficult times, and all the expense increases are for very understandable reasons. They are also proving to be a critical partner in both the jail medical expansion project, and also the continuing efforts to improve the overall process of transitioning inmates back to the community at the end of their stay in the jail. While the cost increases for Armor are not ideal, their rationale for the increases is well documented, and there are no complaints from any portion of staff about the level of service provided.

**Background and Purpose of Request:**

In the fall of 2018, the County entered into a new contract with Armor Medical, which replaced our old inmate medical provider, Corizon. The contract has renewed on an annual basis following the first 3 year contract. Unfortunately, timing delays between Armor and our medical liaison caused the final version of this contract to arrive just after the deadline for the July 8th meeting, and is thus on the agenda now. The new contract will be an increase of \$368,093 or \$4,097,282 annually, 10% over the prior year. This amount is unusually large because the contract will now include roughly \$85,000 in additional stipends to the nursing staff that had been paid using ARPA funds in prior budget years. The good news here is that over the summer, some relaxation to the ARPA rules has occurred, and we will be able to pay these fees using ARPA funds for another year. As a result, the real net increase is \$283,093. This increase is due to both pay increases, and also increased medication costs. Even though the jail has fewer inmates than prior years, the medication cost per inmate is steadily increasing. These increases were anticipated, and thus attempts were made to budget accordingly in the winter of 2024.

**Effective Date: 7/01/2024 - 6/30/2025**

**Fiscal Impact:** The attached contract will cause an increase of \$283,093 over the prior year, but the overall budget impact will be smaller. While this amount will technically be roughly \$100,000 over the budget estimated back in the winter of 2024, the current budget should represent a return to the "cost-plus" model functioning correctly, and thus will arrive within budget once the FY 24-25 budget year is complete.

*Maine*  
Cumberland **County**

**CUMBERLAND COUNTY COMMISSIONERS**

**POSITION PAPER OF THE DEPUTY COUNTY MANAGER**

**Date:** August 30, 2024

**Subject:** 9th Amendment to Health Services Contract

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**Background:** In the fall of 2018, the County entered into a new contract with Armor Medical, which replaced our old inmate medical provider, Corizon. The contract has renewed on an annual basis following the first 3 year contract. Unfortunately, timing delays between Armor and our medical liaison caused the final version of this contract to arrive just after the deadline for the July 8<sup>th</sup> meeting, and is thus on the agenda for September.

**Issue:** The new contract will be an increase of \$368,093 or \$4,097,282 annually, 10% over the prior year. This amount is unusually large because the contract will now include roughly \$85,000 in additional stipends to the nursing staff that had been paid using ARPA funds in prior budget years. The good news here is that over the summer, some relaxation to the ARPA rules has occurred, and we will be able to pay these fees using ARPA funds for another year. As a result, the real net increase is \$283,093.

This increase is still large, and is due to both pay increases, and also increased medication costs. Even though the jail has fewer inmates than prior years, the medication cost per inmate is steadily increasing. These increases were anticipated, and thus attempts were made to budget accordingly in the winter of 2024.

**Fiscal Impact:** The attached contract will cause an increase of \$283,093 over the prior year, but the overall budget impact will be smaller. While this amount will technically be roughly \$100,000 over the budget estimated back in the winter of 2024, the current budget should represent a return to the “cost-plus” model functioning correctly, and thus will arrive within budget once the FY 24-25 budget year is complete due to rebates of unspent funds from the year.

# Maine Cumberland County

**Recommendation:** Armor has done a commendable job managing the jail through very difficult times, and all the expense increases are for very understandable reasons. They are also proving to be a critical partner in both the jail medical expansion project, and also the continuing efforts to improve the overall process of transitioning inmates back to the community at the end of their stay in the jail. While the cost increases for Armor are not ideal, their rationale for the increases is well documented, and there are no complaints from any portion of staff about the level of service provided. Recommend Commissioners approve the attached contract.

*Prepared By: Alex Kimball*



Deputy County Manager

**NINTH AMENDMENT TO HEALTH SERVICES AGREEMENT**

This Ninth Amendment to the Health Services Agreement (this "Ninth Amendment") is made and entered into on July, 8<sup>st</sup>, 2024 by and between the County Commissioners for Cumberland County (hereinafter, the "County") and Sheriff Kevin J. Joyce or his/her successor, as the duly designated Chief Corrections Officer of the County (hereinafter, "Sheriff"), and Armor Health of Cumberland County, LLC (hereinafter, "Armor"). The County/Sheriff and Armor may be collectively referred to herein as the "Parties" and each may be referred to individually as a "Party."

RECITALS

WHEREAS, the County/Sheriff and Armor entered into a Health Services Agreement effective September 1, 2018 (the "Agreement"), in which Armor assumed the responsibilities for provision of certain healthcare services to be delivered to persons remanded to the care, custody, and control of the correctional facilities set forth in the Agreement; and

WHEREAS, the Parties previously amended the Agreement through the First, Second, Third, Fourth, Fifth, Sixth, Seventh and Eighth Amendments; and

WHEREAS, the Parties further wish to remove, replace or modify certain provisions of the Agreement as set forth herein.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. The Recitals set forth above are deemed incorporated herein, and the parties hereto represent they are true, accurate, and correct.
  
2. The Agreement shall be amended to reflect that the Parties have agreed to extend the Term of the Agreement for the period July 1, 2024 through and including June 30, 2025. Company shall be paid a base rate of \$3,757,717, plus the management fee of \$339,565, to be paid in twelve (12) equal monthly installments.

IN WITNESS WHEREOF, the Parties memorialize their understanding and agreement to the above terms by their authorized signature below.

Chair of Board of County Commissioners of  
Cumberland County, Maine

Armor Health of Cumberland County, LLC

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_





# Cumberland County

142 Federal St  
Portland, ME 04101

## Position Paper

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**File #:** 24-087

**Agenda Date:** 9/9/2024

**Agenda #:**

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### **Agenda Item Request:**

Acceptance of the AKC Reunite Grant for the amount of \$2,250 and approval of the allocation of \$750 from our budget to purchase the drug detection Labrador Retriever.

### **Background and Purpose of Request:**

**Requestor:** Courtney George, Sheriff's Office

We are pleased to announce that the Cumberland County Jail has been awarded the AKC Reunite Grant in the amount of \$2,250, which will significantly contribute to the establishment of our K9 program. This canine will be primarily used for drug searches within the jail as well as surrounding property, significantly enhancing our ability to detect and prevent the smuggling of contraband. This initiative is critical to maintaining the safety and security of both inmates and staff, as well as addressing the broader public health crisis linked to opioid abuse.

### **Funding Amount and Source:**

AKC Reunite Grant in the amount of \$2,250. The total cost for acquiring a drug detection Labrador is \$3,000. Of this total, \$750 has already been allocated within our current budget, and when combined with the grant funds, will fully cover the purchase of the dog. Additionally, we have a fully outfitted K9 vehicle (used) ready for deployment, which will help to reduce some of the initial expenditures typically associated with initiating such a program.

### **Effective Date if Applicable:**

Pending approval of the job description and selection of a qualified handler, we anticipate the effective date of this program could be as early as November 2024. This timeline will allow us to have the necessary personnel and equipment in place to begin operations promptly.



# Cumberland County

142 Federal St  
Portland, ME 04101

## Position Paper

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**File #:** 24-087

**Agenda Date:** 9/9/2024

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# Cumberland County

142 Federal St  
Portland, ME 04101

## Position Paper

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**File #:** 24-088

**Agenda Date:** 9/9/2024

**Agenda #:**

---

### **Agenda Item Request:**

Approval of the purchase of County issued side arms, lights, and holsters through various vendors.

### **Background and Purpose of Request:**

**Requestor:** Kerry Joyce, Sheriff's Office

This purchase would upgrade our current side arms (15 years old), holsters, lights, and sighting system. We are looking to transition to side arms with optic sights to stay current with best practices.

### **Funding Amount and Source:**

Capital improvement handgun replacement for general rev., contract towns, and SRO contracts.

### **Gen Rev:**

- 60 guns \$27739.20 (After trade back of current weapons \$21,000.)
- 60 lights \$5820.00
- 60 Holsters 7770.60

Total: 41329.80 (allotted 44,000) payment from Non-debt CIP Account #70668-6950

### **Contracts:**

- 17 guns \$13809.44
- 17 lights \$1649.00
- 17 holsters \$2201.67

Total: \$17660.11

### **Purchase:**

- 8\*\$1038.83=\$8306.64 from 21-212-6908-06 Standish
- 3\*1038.83=\$3114.99 from 21-203-6908-06 Harpswell LE
- 2\*1038.83=\$2076.66 from 21-216-6908-06 Harpswell Marine Patrol
- 2\*1038.83=\$2076.66 from 21-226-6908-06 Gray LE
- 2\*1038.83=\$2076.66 from 21-204-6908-06 Harrison LE

### **SRO Contracts:**

- 3 guns \$2436.96
- 3 lights \$291.00
- 3 holsters \$388.53

Total: \$3116.49

Purchase:

- \$1038.83 from acct. 21-207-6908-06 Bonny Eagle SRO
- \$1038.83 from acct. 21-258-6908-06 Gray/NG SRO
- \$1038.83 from acct. 21-219-6908-06 Lake Region SRO

Grand total: \$62106.40 subtract all contracts/SRO-s of \$20776.60 equals . \$41329.80

Am Char gun quote attached. (Note the Glock gun prices are set by the factory on this deal so all vendors are the same. Am Char offered the largest trade back value of \$280.00)

**Effective Date if Applicable:**



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142 Federal St  
Portland, ME 04101

## Position Paper

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Am Char gun quote attached. (Note the Glock gun prices are set by the factory on this deal so all vendors are the same. Am Char offered the largest trade back value of \$280.00)

**Effective Date if Applicable:**



# Quotation

100 Airpark Dr  
 Rochester, NY 14624  
 Phone: (800) 333-0695  
 Fax: (585) 328-4406

DATE: 06/27/2024

**Quotation For** Cumberland County Sheriff Ofc  
 Attention Anthony Hovey  
[hovey@cumberlandcounty.org](mailto:hovey@cumberlandcounty.org)  
 36 County Way  
 Portland, ME 04102  
 Phone Phone: (207) 693-3369

**Quote is Valid For 90 Days**

Prepared by Jason Johnson Mobile - (603)213-1342 - Email - jason.johnson@amchar.com

SALES REP	CUSTOMER ID	SHIP DATE	SHIP VIA	TERMS
JRJ		TBD	FedEx	Net 30
QUANTITY	DESCRIPTION	UNIT PRICE		AMOUNT
60	GLOGLAWPA455S302MOS6H2GLOCK 45 G45 GEN 5 MOS6 DIRECT CUT HGA 9MM 4.0IN BBL HOLOSUN 509T RDAMG NTF/NTR BLK 3 17RD	\$ 812.32		\$ 48,739.20
TRADE-INS....UPON RECEIPT OF ( 75 ) ANTICIPATED USED G22/23/27Gen4 HANDGUNS THE DEPARTMENT WILL BE ISSUED A CREDIT OF \$280 FOR EACH WEAPON TRADED. TOTAL CREDIT AMOUNT WILL BE DETERMINED BY THE FINAL NUMBER OF TRADES RECEIVED. ESTIMATED TRADE IN CREDIT \$21,000				\$ (21,000.00)
ALL GUNS MUST COME WITH 3 MAGAZINES AND BE IN WORKING ORDER AND RUST FREE UNLESS PRIOR AGREEMENT HAS BEEN MADE. \$10.00 CHARGE FOR EACH MISSING MAGAZINE.				
We may need a exemption certificate so we can send you this product federal excise tax exempt.			SUBTOTAL	\$ 27,739.20
			SHIPPING	
			Total	<b>27,739.20</b>

*All Quotes subject to factory price stability and may change without notice. Prices quoted are contingent to signed acceptance of this quotation*

To accept this quotation, sign below and return with a **PURCHASE ORDER** to sharon@amchar.com

X

**THANK YOU FOR YOUR BUSINESS**



# Cumberland County

142 Federal St  
Portland, ME 04101

## Position Paper

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**File #:** 24-089

**Agenda Date:** 9/9/2024

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**Agenda Item Request:**

Amending the Non-Union Personnel Policy

**Background and Purpose of Request:**

**Requestor:** James H. Gailey, County Manager

Staff have been working on a number of changes to the Non-Union Personnel Policy. Many of the changes are to bring the Policy up to current practices. The proposed amendment is phase one of a two phase project this fall. It's our hopes that by the first of the year, the Policy will be fully updated.

**Presentation:** Yes

**Funding Amount and Source:** Not Applicable

**Effective Date if Applicable:** September 9, 2024

**Attachments:** Still under review by staff, but will be available prior to meeting.



*Maine*  
Cumberland **County**  
POSITION PAPER FOR AGENDA ITEM

<b>TO:</b>	Cumberland County Commissioners
<b>FROM:</b>	James H. Gailey
<b>DATE:</b>	September 9, 2024
<b>SUBJECT:</b>	Amending the Non-Union Personnel Policy

**Requested Action:**

Amend the Non-Union Personnel Policy.

**Background & Purpose of Request:**

Staff have been working on a number of changes to the Non-Union Personnel Policy. Many of the changes are to bring the Policy up to current practices. The proposed amendment is phase one of a two phase project this fall. It's our hopes that by the first of the year, the Policy will be fully updated.

**Funding Amount and Source:** N/A

**Attachments:** Still under review by staff, but will be available prior to meeting.



# Cumberland County

142 Federal St  
Portland, ME 04101

## Position Paper

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**File #:** 24-090

**Agenda Date:** 9/9/2024

**Agenda #:**

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**Agenda Item Request:**

Acceptance of Cash Donations in the Amount of \$2,900.00 to the Cumberland County Sheriff's Department for the 2024 National Night Out Event

**Background and Purpose of Request:**

Cumberland County Federal Credit Union and Presumpscot Lodge No 70 AF & AM have financially contributed to the Sheriff's Office National Night Out event. The event was held August 6, 2024 on the campus of St. Joseph's in Standish.

**Funding Amount and Source:**

Cumberland County Federal Credit Union	\$ 500.00
Presumpscot Lodge No 70 AF & AM	\$2,400.00



# Cumberland County

142 Federal St  
Portland, ME 04101

## Position Paper

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**File #:** 24-090

**Agenda Date:** 9/9/2024

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**Funding Amount and Source:**

Cumberland County Federal Credit Union	\$ 500.00
Presumpscot Lodge No 70 AF & AM	\$2,400.00



# Cumberland County

142 Federal St  
Portland, ME 04101

## Position Paper

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**File #:** 24-085

**Agenda Date:** 9/9/2024

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**Title For Agenda Item:**

Authorization for the County Manager to submit the County's 2023/24 Consolidated Annual Performance Evaluation Report (CAPER) to the Department of Housing and Urban Development.

**Background and Purpose of Request:**

**Staff Contact:** Courtney Kemp, Community Development Director

By September 28th of each year the Cumberland County Community Development Office must submit a Consolidated Annual Performance Evaluation Report (CAPER) to HUD. The CAPER details the expenditure of HUD funds and accomplishments achieved during the past program year (July 1, 2023- June 30, 2024). The purpose of the attached staff report is to provide the Commissioners with a brief summary of the CAPER and highlight a few of the Community Development Office's accomplishments over the past year.

**Fiscal Impact and Source:**

In Program Year 2023, the Community Development Office distributed \$2,512,967 in CDBG funds.

**Effective Date if Applicable:**

The CAPER will be submitted to HUD on September 28, 2024

*Maine*  
Cumberland **County**  
POSITION PAPER FOR AGENDA ITEM

<b>TO:</b>	Cumberland County Commissioners
<b>FROM:</b>	Courtney Kemp, Community Development Manager
<b>DATE:</b>	September 3, 2024
<b>SUBJECT:</b>	Summary of the 2023 Consolidated Annual Performance Evaluation Report (CAPER) for HUD

**Requested Action:**

Authorize the County Manager to submit the County's 2022/23 Consolidated Annual Performance Evaluation Report (CAPER) to the Department of Housing and Urban Development

**Background & Purpose of Request:**

By September 28<sup>th</sup> of each year the Cumberland County Community Development Office must submit a Consolidated Annual Performance Evaluation Report (CAPER) to HUD. The CAPER details the expenditure of HUD funds and accomplishments achieved during the past program year (July 1, 2023– June 30, 2024).

The purpose of the attached staff report is to provide the Commissioners with a brief summary of the CAPER and highlight a few of the Community Development Office's accomplishments over the past year.

**Funding Amount and Source:**

In Program Year 2023, the Community Development Office distributed \$2,512,967 in CDBG funds.

**Effective Date:**

The CAPER will be submitted to HUD on September 28, 2024

**Attachments:**

Summary of the 2023 CAPER Report.

# 2023 CAPER

CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT  
CUMBERLAND COUNTY COMMUNITY DEVELOPMENT



## BACKGROUND

### Community Development Block Grant

- All of Cumberland County Except Portland and Brunswick
- South Portland and Bridgton have a set-aside of County funds
- 2023- Allocation \$1,547,514 Total
  - County \$932,807
  - South Portland \$423,936
  - Bridgton \$190,771

### HOME Partnership Program

- Cumberland County (Including Brunswick but not Portland)
- 2023 Allocation
  - County \$401,411 + \$110,371 in program income
  - Total of \$511,782

## 2023 HIGHLIGHTS

- **\$2,512,967** Expended through CDBG in PY23 – (we expended \$2,038,922.60 in PY22)
- **20** homes repaired through Habitat for Humanity's Home Repair program
- **12** ADA ramps installed for low/moderate income homeowners
- **258** Families served by the Bridgton Food Pantry
- **20** Kids received scholarships to go to summer camp in South Portland
- **253** Victims of domestic violence received safe & confidential services and access to resources (this excludes Portland and Brunswick)
- **566** Families received affordable access to reliable broadband services
- **571** Seniors were delivered weekly meals to their homes
- **100** Families received assistance finding and moving into permanent housing or assistance to stay in current housing
- **579** Households were served by the South Portland HUB located in the Redbank neighborhood

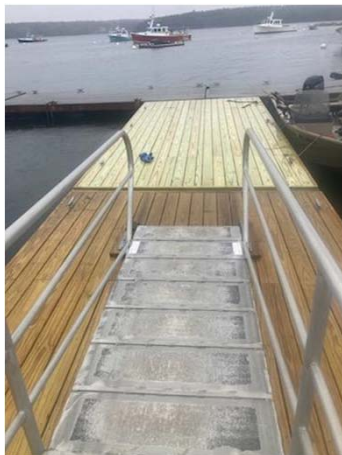
## GRAY VILLAGE AREA LOOP TRAIL – PY22



## HARRISON FOOD BANK SPRINKLER SYSTEM – PY22



## HARPSWELL WHARF REPLACEMENT – PY23





## LONG ISLAND SCHOOL LIBRARY HEAT PUMP INSTALLATION – PY23



## SO. PORTLAND WESTBROOK STREET SHARED USE PATH - PY23



## SO. PORTLAND LAND TRUST CLARKS POND WALKWAY - PY22



## SO. PORTLAND HOUSING AUTHORITY BROADBAND IMPROVEMENTS - PY22



## HOME PARTNERSHIP PROGRAM UPDATES

Owner/Project	Award Date	Status	Total Units Completed PY23-24	HOME Award/Expended in PY2023-2024	# Eff	# 1- Bed	# 2- Bed
15 Harrison Rd Bridgton	2021	Completed Feb 2024	48	\$150,000/\$150,000	0	48	0
16 Hancock St Gray (Meadowview Phase II)	2020	Under construction as of 3/2024 (27 units)		\$199,000/\$0	0	27	0
Village Commons Scarborough	2021	Completed March 2024	31	\$400,000/\$360,000	1	30	0
Betsy Ross Crossing So. Portland	2022	Under construction as of 5/3/2024 (52 units)		\$864,906/\$0	0	52	0
County Totals			79	\$1,613,906/\$510,000	1	204	8

*Maine*  
Cumberland **County**

**Cumberland County, Maine**

**Consolidated Annual Performance &  
Evaluation Report**

For

**HUD Program Year  
2023**

**July 1, 2023 – June 30, 2024**

**Community Development Office  
Cumberland County Executive Department  
142 Federal Street, Portland, Maine  
Tel. 207-619-1036**

## CR-05 - Goals and Outcomes

### Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

2023 was a great year for wrapping up projects. The Cumberland County Community Development Office oversaw the progress and completion of a variety of public infrastructure, public facility, housing, public service using both CDBG and the remaining CBDG-CV funds. Attached to this document is a summary table of all projects that were completed or under construction during program year 2023. Cumberland County is very please with the work that has been done through the subrecipients this past year.

### Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee’s program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Community Planning and Admin	Non-Housing Community Development	CDBG: \$	Other	Other	6	2	33.33%			
Economic Development	Non-Housing Community Development	CDBG: \$	Jobs created/retained	Jobs	25	10	40.00%			
Economic Development	Non-Housing Community Development	CDBG: \$	Businesses assisted	Businesses Assisted	5	0	0.00%			

Housing Rehabilitation	Affordable Housing	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	4				
Housing Rehabilitation	Affordable Housing	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	5	1	20.00%			
Housing Rehabilitation	Affordable Housing	CDBG: \$	Rental units rehabilitated	Household Housing Unit	30	0	0.00%			
Housing Rehabilitation	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	150	62	41.33%	74	29	39.19%
Public Facilities and Infrastructure	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	25000	9850	39.40%	22100	4735	21.43%
Public Facilities and Infrastructure	Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	122				

Public Services	Homeless Non-Housing Community Development	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	10000	10617	106.17%	5375	6818	126.85%
Public Services	Homeless Non-Housing Community Development	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	50	40	80.00%	50	43	86.00%
Public Services	Homeless Non-Housing Community Development	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	0	0		0	0	
Public Services	Homeless Non-Housing Community Development	CDBG: \$	Homelessness Prevention	Persons Assisted	750	93	12.40%	200	185	92.50%

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

The program funded public facilities, public infrastructure, housing programs, public services, which are all high priority goals in the 2022-2026 Cumberland County Consolidated Plan. By having a broad list of priorities enables the program to meet the various needs of all of our communities. All of the County's 2023 projects are complete or on track for a timely completion. One of the obstacles that that Cumberland County faces is the short construction season for outdoor infrastructure projects. In assessing the accomplishments thus far, the County is on

track for the next 3 years of the 2022-2026 Consolidated Plan goals.



## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	1,086
Black or African American	113
Asian	16
American Indian or American Native	15
Native Hawaiian or Other Pacific Islander	1
<b>Total</b>	<b>1,231</b>
Hispanic	17
Not Hispanic	1,214

Table 2 – Table of assistance to racial and ethnic populations by source of funds

### Narrative

In keeping with the overall demographics of Cumberland County (excluding the City of Portland, which is not in our entitlement jurisdiction) the majority of people served by our programs were white and non hispanic. However, several of the public service and public facilities activities are located South Portland and Westbrook which are two of the more diverse Cities in Maine. There are several activities that fell under the LMA category. This category does not collect the racial and ethnic composition of the people being served. The location of the area wide benefit tend to serve a more diverse population than the make up of Cumberland County as a whole. Cumberland County was able to fund new programs that target specific minority groups that were disproportionately affected by Covid-19.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	1,897,478	2,512,967

Table 3 - Resources Made Available

### Narrative

In Program Year 2023, the CDBG program expended \$2,512,967.35 according to the PR07 report. Of that \$2,512,967.35 there was \$1,174,701.77 from PY23 funds. The remainder of the amount expended during the PY23 program year came from prior year construction projects

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
City of South Portland	33	33	Set-aside community
Cumberland County	23	23	Entitlement Jurisdiction
Eligible Census Block Groups	34	34	Block Groups
Town of Bridgton	9	9	Set-aside community

Table 4 – Identify the geographic distribution and location of investments

### Narrative

Cumberland County attempts to fund public service activities that service low/moderate income individuals in need of assistance regardless of their geographic location. With that said, a few of our funded public service project are neighborhood or community specific. For example, the HUB is South Portland primarily serves the residents in the neighborhood, who are primarily individuals of color, new americans, and low income. Overall the County's funding distribution alignes with our low/mod income census blocks.

## Leveraging

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

Cumberland County requires the twenty three communities competing for funding to have a 20% match for CDBG grants. The South Portland & Bridgton set-asides require 10% matching funds. The matches can either be funds or in-kind services. Most of the towns contribute municipal funds or staff time to projects. Many towns and cities are able to use the CDBG funds as match funds for various MDOT and recreation related projects. Many of the public service programs use the CDBG funds as match funds toward private grants.

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	0	0
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>0</b>	<b>0</b>

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	60	20
Number of households supported through Acquisition of Existing Units	0	0
<b>Total</b>	<b>60</b>	<b>20</b>

Table 6 – Number of Households Supported

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

The County used PY23 CDBG funds for a Habitat for Humanity Critical Home Repair Program, which had a goal of assisting 60 homes, the actual outcome was only 20 homes for PY23. Habitat made a change to their approach by surveying the entire home to fix larger problems to eliminate repeat visits to the same homes. This coupled with higher material costs made it so less homes were rehabbed, but were done at a higher quality.

The City of South Portland funded Greater Portland Family Promise; which works to pair up families/individuals experiencing homelessness with landlords who are able and willing to rent to them. They had a goal of serving 50 families and were able to assist 43, which is particularly impressive given the unpresident lack of available housing in Cumberland County.

**Discuss how these outcomes will impact future annual action plans.**

Cumberland County plans to continue working with organizations that improve the quality of existing affordable housing, both rental and home ownership. We also plan to continue our partnership with organizations that help families maintain their current affordable housing and find affordable housing when needed.

The continued work with non-profit organizations such as Opportunity Alliance, and Greater Portland Family Promise to help move as many families out of homelessness and into permanent housing as quickly as possible. These organizations not only work towards moving families out of homelessness but assist with keeping them in their homes.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

Number of Households Served	CDBG Actual	HOME Actual
Extremely Low-income	101	Reported by Portland
Low-income	15	Reported by Portland
Moderate-income	4	Reported by Portland
<b>Total</b>	<b>120</b>	<b>Reported by Portland</b>

**Table 7 – Number of Households Served**

**Narrative Information**

Between the housing related programs: Habitat Home Repair, Opportunity Alliance and Greater Portland Family Promise- Housing assistance; a total of 120 households received repairs to their homes, were moved into permanent housing or received assistance to stay in their home. The number of extremely low income families is particularly high due to the two programs that exclusively work with families experiencing homelessness or are at risk of homelessness.

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

City of Portland continues to have the highest concentration of homeless individuals in Cumberland County, this correlates with the high level of services and resources available to individuals in need. In Program Year 2023 Cumberland County used the remainder of CDBG-CV funds to support the role of the resettlement coordinator with outreach and resource assistance to individuals and families that were homeless, at risk of homelessness, or sleeping in temporary living situation.

The County's Community Development office strives to coordinate with and participate in all outreach efforts happening through non-profit providers as well as GA offices and community outreach centers across the County. In the Greater Portland Area, the homeless prevention public service providers hold coordination meetings in an effort to eliminate duplication of efforts and well as find and resolve any gaps in the continuum of care for homeless individuals and families

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

City of Portland is the primary provider of homeless services, shelter, and homeless outreach for the region and for Cumberland County. Due to the Covid-19 Pandemic as well as an increase in asylum seekers arriving in Portland, the Portland Shelters have set up overflow sites at hotels/motels in the surrounding Greater Portland Area communities, particularly South Portland and Scarborough. In an effort for Cumberland County to help the City of Portland with the unprecedented number of individuals and families arriving at their shelters on a daily basis, Cumberland County has funded a Resettlement Coordinator using CV funds.

### **Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

The Community Development Office used PY23 CDBG funds to fund a homelessness study in Scarborough, particularly to address the analyze the gaps and better address the needs of people experiencing homelessness. Cumberland County Community Development Office has an ongoing study

being done into the needs of homeless individuals living in the Lake Region.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The resettlement coordinator is responsible for helping to move families out of the overflow shelters (hotels) and into permanent housing. The housing shortage in Cumberland County poses many challenges to families and individuals finding housing. This position was funded through CV through PY2023 and has since transitioned to another funding source to continue the work throughout Cumberland County. The County dedicates all of our HOME funds to the creation and retention of affordable housing units. Opportunity Alliance Homeless Prevention program worked with individuals and families on what their needs were to stay in their current homes. TOA provided financial and case management assistance for a variety of issues.

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

The South Portland Housing Authority, and Westbrook Housing Authority are within the Cumberland County entitlement jurisdiction (The City of Portland is its own entitlement jurisdiction and the Town of Brunswick, which has a housing authority, has opted out of our entitlement jurisdiction, but participates in the HOME Consortium). South Portland Housing Authority has accessed HOME funds for two new affordable housing projects and expansions in the last program year. CDBG funds were used toward an affordable 55+ housing project in Bridgton that was completed in 2023 PY.

### **Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

The South Portland Housing Authority has a Resident Advisory Board, which represents residents and meets regularly to discuss operations, management, and property improvements. Residents are also informed whenever changes in policies or procedures are proposed and are invited to comment prior to implementation.

Each of the Westbrook Housing Authority properties has Resident Councils, which meet monthly to address operations management, and maintenance. Residents are informed of any changes via monthly meetings and newsletters. Additionally, two residents serve on the Westbrook Housing Authority's Board of Commissioners.

Both housing authorities have Family Self Sufficiency programs that provide matching funds in escrow to help families save for homeownership over a five year period. The Westbrook Housing Authority also has a homeownership program that provides qualifying families with assistance on their mortgage payments.

### **Actions taken to provide assistance to troubled PHAs**

None of the PHAs in the CCEJ are designated as "troubled."



## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

In Maine, county government does not make land use policy or have authority over land use and related policies in individual municipalities. Cumberland County Community Development does participate in regional planning efforts such as Sustain Southern Maine and initiatives of the Greater Portland Council of Governments (GPCOG). Additionally, a study was recently completed that looked at barriers and land use zoning limitations that do not currently allow for building sizes typical of Affordable Housing development projects. The outcomes of this study along with the recently completed Analysis of Impediments to Fair Housing study commissioned by Cumberland County and the City of Portland will help to set goals and priorities that will address these issues.

**Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

The County has been and is still in the process of completing a study on the needs of the homeless population in Scarborough and the Lakes Regions. The continuous obstacle is the finances resources diminishing which is a need for permanent affordable housing infrastructure.

**Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

In program year 2019, the City of Portland/Cumberland County HOME Consortium received a \$2.6 million Lead Hazard Control grant from HUD. This grant is in addition to the \$1.8 million the City and Cumberland County received in 2016.

In the Cumberland County entitlement jurisdiction, the City of Westbrook remains a priority community because of its plethora of old multi-family housing and low-income population. Additionally, all housing rehab projects are conducted with lead-safe practices and comply with lead-based paint requirements. If paint is disturbed, it is presumed to be lead paint and appropriate clean-up and dust-free practices must be followed. All contractors must have the EPA Firm Certification to Conduct Lead-Based Paint Activities and/or Renovations. Each worker must be trained in lead-safe practices.

**Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

Cumberland County Community Development continues to fund public services and housing programs. Services include, food pantries, homelessness prevention, housing navigators, financial and English language classes, domestic violence services, neighborhood centers, and youth programs. Housing programs include housing rehabilitation and installation of handicap ramps to allow individuals and aging seniors and individuals with limited mobility to remain safely in their homes longer.

**Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

The Community Development Municipal Oversight Committee (MOC) is a unique institution in the region, and the state, in that it connects all of our member communities and encourages multi-jurisdictional collaboration. Because of the way government is structured in Maine, municipalities mostly operate on their own with little regional cohesion. MOC meetings give the communities in our jurisdiction a forum to share ideas, compare experiences, and find opportunities to work together with common purpose.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

Since 2013, the Portland Housing Authority, South Portland Housing Authority, and Westbrook Housing Authority continue to participate in the Maine Centralized Section 8/HCV Waiting List. Maine Affordable Housing Coalition hosts large meetings and conferences that brings such agencies together to discuss common problems.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

The comprehensive study listed a variety of impediments, with each area being unique. For example, zoning and lack of public infrastructure such as sewer and water make it very difficult to build affordable housing in more rural areas of the county, were as the Greater Portland area has a lack of affordable units available. The full report, including a table of action steps is available on the County's website as well as in the Community Development Office.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

CDBG Staff does monthly and quarterly monitoring of all CDBG projects. If there is a new sub recipient there is more hands on check-ins and meetings to assure that tracking is being done correctly. This PY there were no issues with any of the returning sub-recipients that required an in depth monitoring.

## **Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

A Public Notice was placed in the September 13th edition of the Portland Press Herald, informing the public of the 15 day public comment period on the CAPER. The draft CAPER was placed on the Cumberland County CDBG website and was made available for viewing at the Cumberland County Offices. Staff also presented the CAPER report as part of the Sept. 11th Commissioner's meeting which is advertised and open to the public.

## **CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

No program objectives changed during PY2023. There is still a continuous need for coordination between public services providers and the need for the creation of more affordable housing in 2023, but efforts are being made to address both areas..

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction’s program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

No program objectives changed during PY2023. There is still a continuous need for coordination between public services providers and the need for the creation of more affordable housing in 2023, but efforts are being made to address both areas..

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

### CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

<b>Total Labor Hours</b>	<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HOPWA</b>	<b>HTF</b>
Total Number of Activities	1	0	0	0	0
Total Labor Hours	3,353				
Total Section 3 Worker Hours	1,892				
Total Targeted Section 3 Worker Hours	0				

**Table 8 – Total Labor Hours**

<b>Qualitative Efforts - Number of Activities by Program</b>	<b>CDBG</b>	<b>HOME</b>	<b>ESG</b>	<b>HOPWA</b>	<b>HTF</b>
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).	1				
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					

Other.					
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**Table 9 – Qualitative Efforts - Number of Activities by Program**

**Narrative**

In program year 2023, we had one project under construction that was over the \$200,000 mark triggering Section 3. Cumberland County goal is to disperse our development funds to as many towns/cities as possible, while still having the ability to see a project through start to finish. The amount of CDBG dollars going to each construction project averages around \$75,000-125,000 per project.



# Cumberland County

142 Federal St  
Portland, ME 04101

## Position Paper

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**File #:** 24-083

**Agenda Date:** 9/9/2024

**Agenda #:**

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**Title For Agenda Item:**

County Commissioner Appointment(s) to the Finance Committee for a Three Year Term starting 2024 - 2027.

**Background and Purpose of Request:**

State Statute and the County Charter require the establishment of a Finance Committee. The Finance Committee is made up of elected officials from the Commissioner Districts in which their municipality resides. This evening, the County Commissioners held a Caucus seeking interest on serving on the Finance Committee. In addition to the Caucus, the County Commissioners extending a second invite to town officials seeking additional interest from elected officials in serving on the Finance Committee

**Fiscal Impact and Source:** N/A

**Effective Date if Applicable:** 2024



*Maine*  
**Cumberland County**

**FINANCE COMMITTEE – Budget Year 2025-26  
 Winter of 2024-2025**

Name	Email Address/Phone	Appointed	Term Expires
<b>District 1</b>			
VACANT		2024	2027
VACANT			
<b>District 2</b>			
VACANT		2024	2027
VACANT		2024	2027
<b>District 3</b>			
VACANT		2024	2027
VACANT		2024	2027
<b>District 4</b>			
VACANT		2024	2027
VACANT		2024	2027
<b>District 5</b>			
VACANT		2024	2027
VACANT		2024	2027



# Cumberland County

142 Federal St  
Portland, ME 04101

## Position Paper

**File #:** 24-086

**Agenda Date:** 9/9/2024

**Agenda #:**

### Agenda Item Request:

Authorization for the Sheriff's Office to submit a grant application to the Maine Recovery Council for Medically Assisted Treatment Funding.

### Background and Purpose of Request:

**Requestor:** Courtney George, Sheriff's Office

On June 6, 2024, the Cumberland County Sheriff's Office submitted a letter of intent to the Maine Recovery Council for funding to start a new Sublocade program at the Cumberland County Jail. The Cumberland County Jail has long been described as the largest mental health and drug detoxification facility in the State of Maine. With a current inmate population of 315 inmates, 40% of the population is currently on MAT.

MAT (Medication Assisted Treatment) is the gold standard for treating Opioid Use Disorder (OUD). Sublocade is a newer option for MAT and is a 30 day long acting injectable version of Buprenorphine-Naloxone. It should be included as a treatment option for any individual with OUD, but in particular the incarcerated population due to the high rates of relapse and barriers to other treatment options. The current rate of individuals with an OUD in the correctional justice system is 40%, and overdose rates are 10 times higher upon an inmates first two weeks post-release.

The period post-incarceration is the highest risk of overdose, and we hope to provide support upon release until that individual can find additional resources and care outside the jail setting. Current recovery resources are challenging to access in the immediate post-release time period. For example, there can be delays in MaineCare being activated, setting up appointments at medical offices, and/or receiving prescription medications at pharmacies. Transportation and housing barriers can make accessing centers and other support services challenging, especially for those who reside in rural settings. Having Sublocade already in the inmate's system as part of a treatment plan will allow them an opportunity to overcome treatment immediately after release.

With Sublocade, an individual will have the medication in their system during this high-risk period to decrease their likelihood of overdose and death. Currently, the Cumberland County Jail is dispensing the Buprenorphine-Naloxone and Methadone out of a jail budget that is lean and does not have a specific line for MAT. We are currently utilizing our general pharmaceutical line to purchase MAT medications, and the cost of each Sublocade injection is prohibitive to our ability to use it at this time. With these grant funds we would be able to offer Sublocade as part of a more fully comprehensive MAT treatment program.

### **Funding Amount and Source:**

Grant request through the Maine Recovery Council:

Amount of Funding Requested Year 1: \$360,000.00

Amount of Funding Requested Year 2: \$360,000.00

Total Funding Amount Requested: \$720,000.00

**Effective Date if Applicable:** End of September 2024



## Position Paper

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**File #:** 24-086

**Agenda Date:** 9/9/2024

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**Effective Date if Applicable:** End of September 2024