



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.

Tuesday, October 10, 2023

5:30 PM

The meeting will take place on Zoom
see agenda for access.

The meeting will be held on Zoom and can be watched at
www.cumberlandcounty.org/live

Instructions to participate in the meeting via zoom are on the agenda.
Submit public comments to gailey@cumberlandcounty.org

CALL TO ORDER

The virtual meeting was called to order at 5:36 pm by Chair Jamieson on Zoom.

ATTENDANCE

Present: 4 - Chair Neil Jamieson, Commissioner James Cloutier, Commissioner Stephen Gorden, and Commissioner Patricia Smith
Absent: 1 - Commissioner Susan Witonis

PLEDGE OF ALLEGIANCE

APPROVAL OF THE MINUTES

[CD 23-012](#) Approval of the minutes, September 11, 2023, meeting of the Board of Commissioners

A motion was made by Commissioner Smith, seconded by Commissioner Cloutier, that the Minutes Report be APPROVED. The motion carried by the following vote:

Yes: 3 - Chair Jamieson, Commissioner Cloutier, and Commissioner Smith

No: 0

Absent: 2 - Commissioner Witonis, and Commissioner Gorden

INFORMATIONAL REPORT/PRESENTATIONS

Commissioner Gorden joined the meeting at 5:40 pm.

[CD 23-013](#) 2023 Hiring Presentation by Human Resources Department

County Manager Gailey introduced HR Director Amy Jennings to present an update on hiring and recruiting in Human Resources. Corrections Officers from January 2023 to date: 23 New Hires, 3 resigned, 5 in the academy, 11 additional resigned, total of 9. There are 24 Corrections Officers Positions Open, 35 potential applicants in various stages of the hiring process.

She reported that the Applicant Tracking Software (ATS) Jazz HR is averaging 2 to 3 applications a week, the goal is to hire 10 applicants and retain the already hired applicants.

There is an aggressive focus to recruit Patrol Deputies, 93 applicants in the past 6 months which equates to 3 years of past applications. The booster, "Job Target" has been very successful. The hiring process for Deputies is longer than corrections officers. There are 20 applicants in the hiring process. The patrol academy is twice a year, due to CALEA and accreditation restraints being unable to hire "green pins". Changes to the hiring process include a secondary occupational health care provider, streamlining the polygraph test and background check at the same time. Radio Ads have been successful and are working with Travis Kennedy to social media advertising and included over 2 Mil hits. Overall hiring includes 75 new hires versus 35 applicants pre pandemic, there have been retention issues in Corrections and Dispatch.

Commissioner Gorden asked to define "Green Pin", HR Director Jennings explained that those are applicants that attend a partial academy based on their background and not the full academy.

Commissioner Smith thanked HR Director Jennings for her presentation and thanked the staff in HR and the Sheriff's Office for their hard work and that the retention would be in line with the process for new hires.

This Presentation was READ INTO THE RECORD.

COMMENTS FROM THE PUBLIC

Chair Jamieson opened the public comment period to the public, there were no comments from the public.

CONSENT AGENDA

ARPA BUSINESS

NEW BUSINESS

[23-094](#)

Authorization for the County Manager to accept the Opioid Settlement Funds from the Town of Standish in the amount of \$2,250 annually for a total of \$45,078.17 over twenty (20) years for the purpose of pooling those resources into the Cumberland County Public Health Department's process for allocating funding.

County Manager Gailey introduced Public Health Director Liz Blackwell-Moore who explained that the Town of Standish was interested in aligning the County's process of administering the Opioid settlement funds by pooling the Town's funds with the County's.

Commissioner Smith asked about the timeline regarding the final action plan and report to the Board of Commissioners. Public Health Director Blackwell-Moore stated that the action plan was presented in a compressed format last month but a more robust plan would be created and report out annually to the Board of Commissioners. It's not clear when the report to the State will be due but will include reporting of the Town of Standish.

A motion was made by Commissioner Cloutier, seconded by Commissioner Smith, that the Order be APPROVED. The motion carried by the following vote:

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

No: 0

Absent: 1 - Commissioner Witonis

[23-095](#)

Proclamation for Domestic Violence Action Month for October 2023

County Manager Gailey introduced Violence Inter Project Manager (VIP) Jennifer Annis to introduce the Proclamation. VIP Project Manager Jennifer Annis explained that in the past and nationally October is referred to as Domestic Violence Awareness Month but community and state partners wanted to call action and support survivors of domestic abuse. She recognized the hard work that the County's community partner, Through These Doors, is doing and the violence intervention partnership coordinated community response. She stressed that the County is very fortunate to coordinate pre-trial services, offer referrals and appropriate services to individuals experiencing abuse. Community partners utilize a variety of tools including risk assessments, electronic monitoring programs, multi-disciplinary teams that offer a variety of training to law enforcement and Child Protective Service case workers. VIP Project Manager Annis noted that despite the strong work that happens in the County, many people are still struggling. Since January of this year Through These Doors has provided support to more than 60 households to meet immediate safety concerns which has impacted 130 individuals along with 70 children to supply safety needs, relocation costs, housing supports, and security cameras. From July of 2022 to June of 2023, Through These Doors provided advocacy utilizing 360 hours of interpreting services for 19 different languages. VIP Project Manager Annis thanked the County Commissioners for their support, program funding, and supporting survivors in Cumberland County.

A motion was made by Commissioner Smith, seconded by Commissioner Gorden, that the Proclamation be APPROVED. The motion carried by the following vote:

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

No: 0

Absent: 1 - Commissioner Witonis

[23-096](#)

Authorization for the County Manager to accept the FY2023 Federal Emergency Management Performance Grant award in the amount of \$364,035.14 for Cumberland County EMA operations.

County Manager Gailey introduced the agenda item, explaining that it was an annual grant award to fund 50% of the Emergency Management Agency's costs. Emergency Management Director Michael Durkin thanked the Board of Commissioners and explained that the grant was for programs and operations. The Department programmatic goals include improving the ability to respond to a disaster, ability to recover from a disaster and the ability to prepare to a disaster.

A motion was made by Commissioner Gorden, seconded by Commissioner Smith, that the Order be APPROVED. The motion carried by the following vote:

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

No: 0

Absent: 1 - Commissioner Witonis

[23-097](#)

Authorization for the County Manager to accept award offer of \$1,000,000 from U.S. Department of Justice for the Comprehensive Opioid, Stimulant, and Substance Use Site-based Program (COSSUP) 2023.

County Manager Gailey introduced Behavioral Public Health Manager Brandon Irwin. Public Health Manager Irwin explained that the Public Health Dept applied for the grant in April and have received them. The funds will be used to support the re-entry work that is in place at the Cumberland County Jail. It will also coordinate with several organizations to connect people with substance use disorder programs and services within and outside of the jail.

A motion was made by Commissioner Cloutier, seconded by Commissioner Gorden, that the Order be APPROVED. The motion carried by the following vote:

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

No: 0

Absent: 1 - Commissioner Witonis

COMMENTS FROM THE COUNTY MANAGER

County Manager Gailey praised Human Resources for their hard work to improve hiring practices. There has been a lot of coordination between HR and Finance over the last 8 months. He thanked the Commissioners for their support to allow staff to go in that direction because the County has received hundreds of applications since the implementation of the Jazz HR application.

COMMENTS FROM THE EXECUTIVE STAFF

Deputy Manager of Finance & Administration Alex Kimball shared that he received four bids for the bonds issuance. The lowest bid received was submitted by Roosevelt and Cross Inc, at a low 4.35% which is on the \$3.8 million bond for the 2024-25 budget. He noted that the interest is adequate for the market right now. Commissioner Gorden asked how many bids were received, Deputy Manager of Finance & Administration Kimball replied that they received four this year, whereas in the past he usually received eight.

Director of Public Affairs Travis Kennedy stated that he is receiving partial results of the Fire and EMS Regionalization study from Dynamix. He stated that it should be completed by the next meeting.

Admin and Special Projects Coordinator Katharine Cahoon thanked the Board of Commissioner and County Manager Gailey for their support with the implementation of the new agenda software.

COMMENTS FROM THE COUNTY COMMISSIONERS

Commissioner Smith stated that she was glad to see employee morale so high at the County and it's an exciting place to be. She added that she was glad to see forward momentum from the hiring and

recruiting efforts.

Commissioner Gorden shared that he attended a meeting with the state financing office regarding additional funding for the jails. It was very informative and attendees learned about what the functions of the jails are and how much they cost to operate. A member from MMA attended and she is guiding counties on what they need to do and say for what the state can and cannot pay for.

Commissioner Cloutier spoke about the Coastal County Workforce and the work that they do for coastal counties, which include York, Cumberland, Sagadahoc, Lincoln and Knox county. They have joined as a collective to develop Workforce capabilities and help people get employed who otherwise might not have. As a result they received a large federal grant which is based on the collective population size. The new grant is part of the clean energy initiative by the Biden Administration and promotes solar and wind energy. He commented on the remarkable success of bringing additional funding to areas of Maine.

Chair Jamieson reminded the public that there will be more children and students out after school, so be cautious in the morning and evening for students on bus runs. He also encouraged County residents to get out and support your local sports teams and high schools.

ADJOURNMENT

The next scheduled Board of Commissioners' meeting is Monday, November 13, 2023.

A motion was made by Commissioner Smith, seconded by Commissioner Cloutier, that the meeting be ADJOURNED. The motion carried by the following vote:

Yes:	4 -	Chair Jamieson, Commissioner Cloutier, Commissioner Gorden, and Commissioner Smith
No:	0	
Absent:	1 -	Commissioner Witonis