

FRANKLIN COUNTY COMMISSIONERS MEETING AGENDA

LOCATION: Franklin County Superior Courtroom

DATE AND TIME: January 21, 2025, at 10:00 a.m.

The Franklin County Commissioners' meetings are open to the public. This meeting is also available virtually via [Video Conferencing, Cloud Phone, Webinars, Chat, Virtual Events | Zoom](#). Here is the meeting ID# 492 510 0482 passcode 030621.

APPOINTMENTS:

- **Vote on a Vice Chair**
- **Labor Negotiations Representative (FOP and Teamsters Unions)**
- **Interview Board Representative**

NEW BUSINESS:

- 1. Clerk's Report**
- 2. Treasurer's Report**
- 3. Establishing Board Protocols and meeting standards**
- 4. Board of Visitors (Jail)**
- 5. Benefits for Part-time elected**
- 6. EMA Director Job Description**
- 7. Civil Service – Treasurer Fee Increase**
- 8. Compliance with Title 30-A 123**
- 9. Lease Agreement – 124 Main Street, Farmington, Maine**
- 10. Complaints for last 2 years**

OLD BUSINESS:

RECONGITION:

MISCELLANEOUS:

WARRANTS: UT, County AP, TIF, ARPA and Payroll

Executive Session1 MRSA 405(6) (A) Personnel Matter - Jail Administrator
Executive Session1 MRSA 405(6) (A) Personnel Matter - County Administrator

ADJOURNMENT:

Meeting Packets are available to view by clicking on the link below:
[Agendas & Minutes - Franklin County, Maine \(franklincountymaine.gov\)](https://www.franklincountymaine.gov/agendas-minutes)

**County Commissioner's Meeting
Agenda Discussion and Analysis
January 21, 2025**

Appointments: None

Agenda Item: Clerk's Report

Comments: Minutes from January 7, 2025, Commissioner Meeting

- Cheryl Osborne's last day was December 20, 2024. She was helping in the Probate Department to get them caught up, while the new Deputy was being trained. We appreciate all the assistance she provided.
- Heidi Knight has been hired as the part-time Probate Clerk and will begin on January 21, 2025.
- I have recently signed the Army Corp. of Engineering for the Reeds Mill Road Bridge in Madrid.
- The request for Bids will go out on Monday, January 20, 2025, with respect to Quick Stream Bridge in Salem Township. Wentworth Partners & Associates will be doing a bid walk on Thursday, January 30, 2025.
- I have reviewed the ARPA Funds and CDARS and have reinvested for another 4 weeks.
- Kingfield Transfer Station construction and debris pile has been closed to the public until July 1, 2025. Freeman and Salem TWS residents are affected by this closure.
- The County met with the Towns who are interested in a County-Wide Animal Control Officer. The County has researched a grant opportunity to help get this program up and operational.
- The boilers at the Courthouse has several leaks, Franklin Home Services has been scheduled to come and fix the leaks we have in the entry way.
- EOC Building update: All the walls are sheet rocked, mudded and sanding is finishing. The painters are schooled to be in next week. The building is now over 60% to complete.

Recommendation: Motion to approve and sign the January 7, 2025, Meeting Minutes.

Treasurer's Report: Included in the packet

Recommendation: Motion to approve the Treasurers Report.

Establishing Board Protocols and Meeting Standards

Comments: Commissioner Fowler and Skolfield requested this agenda item. Commissioner Skolfield sent an email regarding a Proposal, Discussion, Creation and Implementation of ground rules for our bimonthly Commissioner meetings. This could include things such as, but not limited to, dress code, decorum, conduct, procedure, breaks, etc. I checked with the other Counties, and they do not have any formal policy regarding Board protocol and meeting standards. I am unable to assist further in this agenda item. If the board can develop what the policy looks like we can write it up for you.

Recommendations: Motion: None at this time

Board of Visitors, Franklin County Detention Center

Comments: Nancy Allen, Chair of the Board of Visitors, Franklin County Detention Center, will present the 2024 Annual Report and would like to introduce herself to the new Commissioners and give a brief description as to what are the responsibilities of the Board. A copy of the Board of Visitors Annual Report for Year 2024 is included in your packet.

Recommendation: None at this time.

Benefits for Part-time Elected

Comments: Currently the elected part-time positions are not offered any benefits that full-time employees receive such as health, dental, and vision. A Commissioner has requested this be a discussion. Reference the attached document from the Health Trust.

Recommendations: Motion: None at this time.

EMA Director Job Description

Comments: In 2017, the job description for the EMA Director and Deputy Director were updated and have been a combined job description since. Each position should have its own job description. Recognizing this, in December of last year, HR revised the EMA Deputy Director job description with the assistance of the EMA Director; and the Commissioners approved the job description on December 17, 2024. We are now seeking approval for the revised EMA Director job description.

Recommendations: Motion to approve the revised EMA Director Job Description.

Civil Service – Treasurer Fee Increase

Comments: The Civil Deputy requested an increase in the Treasurer Fee to be increased from \$12.00 to \$25.00. In 2022, per Title 30-A MRSA §421, 4th, “The county commissioners of each county may require that the fees collected under subsection 1, 2, 3, 5, 7, 12, and 14 be increased by \$25...”

Recommendations: Motion to approve Treasurer Fee be increased from \$12.00 to \$25.00.

Compliance with Title 30-A 123

Comments: Attached you will find the list of properties the County owns. We have included the fleet vehicles and other titled vehicles owned by the county. When researching the county owned properties in the UT, we noted several properties, mostly cemeteries, that did not have listed owners. We have reached out to the State of Maine, Unorganized Territories for assistance.

Recommendations: Motion to: Accept the list of County property in compliance with Title 30-A 123.

Lease Agreement – 124 Main Street, Farmington, Maine

Comments: In November 2024, we sent to Craig Jordan a letter indicated that we did not want to extend our Lease Agreement for the current DA’s office. Due to the new Emergency Operation Center being completed in the Spring, we requested a month-to-month lease with the understanding that the premises would be vacated on or before August 31, 2025. We received a letter from Attorney Mills on behalf of Craig Jordan indicating that Mr. Jordan is not in agreement with the month-to-month lease, however, would entertain a one-year extension of said Lease. A copy of the Letter to Craig Jordan along with the letter from Attorney Mills is attached in your packet.

Recommendations: None at this time.

Complaints for the last 2 years

Comments: Commissioner Saviello requested this item for the agenda for discussion. The County has received one complaint in the last two years from a citizen. Discussion of the details of the complaint in public would be inappropriate as this complaint has become part of a personnel record.

Recommendations: None at this time.

Old Business

Comments:

Recommendation:

Recognition:

Miscellaneous

PAM PRODAN, TREASURER – Report for January 21, 2025, meeting

Current cash and investment (CDARS) balances from trio-web.com Ledger Detail Report

General Fund Operating Cash \$2,683, 086.48
General Fund Payroll Cash \$133,705.37
General Fund CDARS \$1,005,092.48
ARPA Fund Cash \$869,078.39
ARPA Fund CDARS \$1,505,569.08
UT General Fund Cash \$23,579.54
UT General Fund CDARS \$1,105,601.73
UT TIF Fund Cash \$734,740.58
UT TIF CDARS: \$3,708,321.15

Interest rates - NOTE: In November, Cash account rates for General Fund, UT General Fund, TIF Fund went from 3.75% to 3.5% and ARPA Fund Cash account rate went from 3.5% to 3.0%.

General Fund Operating Cash 3.5% 12/31/2024 All invested with Intrafi Cash Service at Androscoggin Savings
General Fund CDARS 4.9% 1/22/2025 All invested at Androscoggin Savings
ARPA Fund Cash 3.0% 12/31/2024 All invested with Intrafi Cash Service at Franklin Savings
ARPA Fund CDARS 3.5% 1/22/2025 All invested at Franklin Savings
UT General Fund Cash 3.5% 12/31/2024 All invested with Intrafi Cash Service at Androscoggin Savings
UT General Fund CDARS 4.9% 1/22/2025 All invested at Androscoggin Savings
UT TIF Fund Cash 3.5% 12/31/2024 All invested with Intrafi Cash Service at Androscoggin Savings
UT TIF CDARS: 4.9% 1/22/2025 All invested at Androscoggin Savings

Town Tax Payments

For municipalities, the due date is February 1, 2025, for the second of the two county tax payments for the fiscal year ending June 30, 2025, with a grace period until interest begins on April 1, 2025.

Warrants

AP Warrants expected for signatures at 1/21/2025 meeting:

AP County Warrant \$245,901.54
AP UT Warrant \$10,923.84
ARPA Warrant \$90,292.00
AP TIF Warrant \$16,330.28

Payroll Warrant

Pay period from 12/22/2025 to 1/4/2025 \$247,254.70

Board of Visitors

Annual Report

Franklin County Detention Center
Farmington, Maine
January 2025 (Report for Year 2024)



Respectfully Submitted By:

Nancy Allen
Kenneth Charles
Jan Collins
Jeffrey Kerr
LeeAnna Lavoie
Ashley Perry
Amanda Ricci

franklin.county.me.bov@gmail.com

Table of Contents

Introduction	Page 1
Statement from the Board of Visitors	Page 2
Recruitment and Retention of Staff	Page 3
Infrastructure	Page 6
Inmate Access (Communication, Visitation, and Computer Access)	Page 8
Inmate Classification and Segregation	Page 9
Medical and Mental Health Services	Page 10
Education	Page 17
Re-Entry Resources	Page 20
Other Inmate Services	Page 24

Introduction

Franklin County Jail Board of Visitors is an oversight and advisory committee of citizens identified by the Sheriff to represent the interests of the people in Franklin County. It is mandated by law (Chapter 13, Title 30-A, 1607). The Board of Visitors (BOV) are chosen for their varied orientations, interests and expertise in the field of corrections and rehabilitation issues. The BOV focus in this capacity will be regarding public safety and security, jail staff safety, as well as inmate health and safety.

-from FCDC Policies and Procedures Manual 10/17

As noted by the MDOC, the mission of corrections is to reduce recidivism while holding the offender accountable. The ultimate goal is to rehabilitate, ensuring that the inmate is able to maintain themselves upon release as part of the outside community. Priority must be given to inmate and staff safety in order to accomplish these goals.

“The goal of the Franklin County Detention Center is to provide a safe, sanitary and secure place of detention for all persons committed to this jurisdiction for detention or correction.”

-from the 2020 [Inmate Handbook, Rules and Regulations](#)

In looking at the words “detention” or “correction” it is important to consider the humane and respectful treatment of all inmates as core values. Basic needs and services consistent with a physically and emotionally healthy environment should be considered essential during their tenure at the Center. Beyond the standard custodial “clean and safe” considerations, we suggest that there are deeper needs to embrace that contribute to the fulfillment of the mission of the FCDC. The concept of “punishment” should not go beyond what the courts have delivered as a sentencing condition.

Previous Board of Visitor Annual Reports can be found here: [2023](#), [2022](#), [2021](#), [2020](#).

Statement from the Board of Visitors

Each year, the Board of Visitors is tasked with writing a comprehensive report on the status of the county detention center. During the year, we strive to learn what practices, procedures and methods are used at the facility to meet the goals of providing a safe, sanitary, and secure location for our residents. We also try to educate ourselves on new methods, new laws, and the culture of incarceration in Maine and the United States. We want to provide the best services for our residents with the resources available.

Along with our investigatory and research duties, we also strive to provide recommendations and suggestions when there are improvements to be made. Part of this year's report will be reviewing the recommendations from last year's report and providing an update on the status of the recommendation, if applicable.

As a Board, we remain committed to maintaining and improving our current facility and continuing to provide comprehensive services for all of the facility's residents through rehabilitation, including education, expanded mental health treatment, access to medical care and peer recovery, treatment for substance use disorder, re-entry services, and adequate training and education for FCDC staff.

Please note, throughout this report, we use the terms "resident" and "inmate" interchangeably to refer to the population being detained at FCDC.

Recruitment and Retention of Staff

Staffing and retention remain significant concerns. There is a need to conduct research and evaluate why retention rates are so low. This past year, the jail instituted recruitment strategies via hosting job fairs, posting jobs in “Indeed” and in the Daily Bulldog. Still, FCDC staff have expressed to the Board that there remains a need for additional personnel. Understaffing exacerbates challenges for covering shifts in times of illnesses, vacations, and trainings, which also contributes to staff burnout and turnover. Additionally, understaffing and turnover actually increases costs for the County because of the need to pay for overtime and the continuous process of hiring and training new staff.

Understaffing also presents safety concerns. Some staff expressed safety concerns regarding the Minuteman Security System, which is responsible for the automatic locking doors, the cameras, and the intercom system. The system server itself has glitches, and sometimes the control room monitors are significantly delayed behind real time. On one occasion, a door malfunctioned and did not respond to an electronic command; as a result, the guards were unable to promptly break up an altercation and an inmate was injured. The IT team for Minuteman has not been responsive to requests for assistance. There currently is no intercom for the lobby. When the intercoms were installed, some screws were missing and have not been provided. Only one of two speakers in the control room works.

Transport was another safety concern. Policy states there should be two Corrections Officers (“CO”) on transfer and both should hold certification as a law enforcement officer by the Maine Criminal Justice Academy. Currently there is only one CO who holds this certification. It is a safety concern to transport inmates with only one certified CO.

Staff also reported safety concerns regarding the FCDC inmates lacking sufficient programming. Unstructured, unfilled time can contribute to challenging situations and unsafe behaviors, which creates opportunities for staff injury.

The Bureau of Justice has awarded Franklin County Sheriff’s Department a Comprehensive, Opioid, Stimulant, Substance Use Program (COSSUP) grant. Please see the re-entry section starting on Page 20 for more details. The Franklin Jail Re-Entry Program (“FRP”) project is designed to comprehensively address the impact of illicit opioids, stimulants, and other substances through a multi-faceted approach that is also supportive of the [Sequential Intercept Model](#). (similar to diversion and deflection). The FRP will focus on systems level change to increase access to treatment, recovery and reentry services during the pre-release phase.

There is funding to support standardized training that will include stigma, de-escalation, and the science of addiction, to mention a few.

The status of previous BOV recommendations are as follows:

<u>Prior Recommendation:</u>	<u>Status:</u>
Review and update the wellness policy clearly describing what services and programs are available to staff to support mental, physical and emotional wellbeing.	INCOMPLETE
Address staffing turnover by training some staff members in Interpersonal Communications in the Correctional Setting or IPC. There is a five-week program to become an instructor, and the instructor(s) could train FCDC staff annually.	INCOMPLETE
Provide additional, regular, and ongoing hands-on training pertaining to de-escalation and human behavior.	INCOMPLETE
Provide education regarding the dangers of burnout, recognizing signs and symptoms of burnout, and secondary trauma.	INCOMPLETE
Implement a peer support program for staff.	INCOMPLETE Two FCDC staff have been trained in the CISM program. However, the BOV views a peer support program as a separate and distinct opportunity to provide support to staff before it reaches a crisis level.
Encourage regular visits by the Board of Visitors, County Commissioners or other decision-makers to meet with Corrections Officers and Administration.	INCOMPLETE

Additional Recommendations:

- Develop an employee satisfaction survey to gain insight into employees' needs and levels of satisfaction. It is essential to prioritize employee care by ensuring they feel valued and recognize the importance of their work.
- Track the frequency and reasons why staff are called in on their days off with the goal of understanding what the most common reasons are and to develop strategies to address them. Utilize the information to develop better staffing levels.
- Perform a task assessment survey to determine which tasks take up the bulk of staff time during each shift.
- Contract for interpreter services for residents who speak a language other than English (Spanish, sign language, Somali, etc.)
- Utilize the COSSUP renovation funds to assess current space and make recommendations on better use of space for offices and programming.
- Prioritize staff safety.
- Ensure peak performance of the Minuteman control system at all times.
- Provide inmate programming that promotes restorative practices (see the re-entry section starting on Page 20 for more details).
- Ensure that there are two certified COs for every transport.

Infrastructure

The age, condition, and space concerns for our over 40-year-old Detention Center continue. Certain areas have been addressed and completed. Some projects are expected to commence during 2025. Nonetheless, it is imperative that incarcerated persons are housed in an environment conducive to rehabilitation and correction throughout the renovation process and beyond.

Sheriff Scott Nichols provided the following facility updates in preparation for this report:

<u>Project:</u>	<u>Status:</u>
The septic tank and leach field were replaced in 2022 with ARPA funds and continues to be much improved. There have been issues with the design of the system that need to be addressed.	COMPLETE
Minuteman Security and Life Safety has completed the control room switching panel upgrade. Most door lock systems have been replaced. Two remaining doors to be upgraded.	NEARING COMPLETION
A new medical wing was approved by County Commissioners and intended to be added in 2023. Space for mental health/addiction counseling, private meetings including attorneys and clients to be created or made available. The contractor has been selected and project start is anticipated for Spring 2025.	Pending
Grease traps in the kitchen are corroded, prevent effective drainage, and can be problematic for the newly replaced septic tank/leach field. This is a substantial project requiring full replacement.	INCOMPLETE, still recommended as a priority expenditure.
The backup generator has been approved for replacement. The jail is experiencing contractor delays. When installed, the new generator will be located outside the physical space of the jail, reducing fume buildup inside the building. The former location will be used to house extra oil tanks for facility heat and require less frequent fuel and sometimes, emergency deliveries.	COMPLETE

<p>Complete replacement of all cameras within the physical plant as well as installation of new cameras to be installed in both control rooms for officer safety purposes.</p>	<p>NEARING COMPLETION</p>
<p>FCDC records are presently stored as paper files. It has long been the recommendation of the BOV to transition to electronic storage of records. The BOV recommends FCDC utilize the new record-keeping system to convert paper records to electronic records. Electronic storage would free up physical storage space at the jail, and allow a safer, more convenient, and reliable method of storing important records. Computer Aided Dispatch system upgrade is in development with implementation anticipated by the summer of 2025.</p>	<p>ONGOING</p>
<p>The recreation area is cleared with a snowblower during the winter, but the addition of an overhead canopy above the outdoor recreation area would better allow inmates to recreate outside during adverse weather.</p>	<p>INCOMPLETE</p>
<p>FCDC currently does not have adequate indoor recreation equipment for residents to utilize during inclement weather.</p>	<p>INCOMPLETE</p>
<p>There is no space or adequate staffing to safely facilitate contact visits, which are otherwise required by Statute and <i>Detention and Correctional Standards for Maine</i>. A visitation area that would accommodate contact visits by children and families of minimum and medium custody residents as provided for by state regulations would help maintain the community relationships that facilitate re-entry and ease the trauma and anxiety experienced by children with incarcerated parents.</p>	<p>INCOMPLETE</p>

Inmate Access (Communication, Visitation and Computer Access)

Communications

In the [2023 BOV Report](#), it was mentioned that security of phone calls has improved. However, upon the most recent resident interview, residents report they can hear the dialing and voices of other phone calls on their phone while attempting to make their own calls. This appears to be a Securus issue, and can compromise attorney/client privilege and privacy. Additionally, the tablet phone calls are often poor connections, but still result in fees charged to the residents despite being unable to actually complete the phone call. FCDC should consult with the County IT Department to rule out any bandwidth or hardware issues.

The cost of phone services continues to be a hot topic. Last year, the BOV recommended that FCDC review the costs of phone services regularly. The BOV further recommends that indigent residents who qualify for the written communication tools provided also be provided with fifteen free phone call minutes per week. It is the BOV's understanding that phone calls are capped at \$0.21 per minute, so the cost would be a maximum of \$3.15 per week per indigent resident. We recommend that this be funded by the Inmate Benefit Fund. Further information regarding the cap on the cost of phone calls can be found [here](#).

The status of previous BOV recommendations are described below:

<u>Prior Recommendation:</u>	<u>Status:</u>
Costs of phone access should be reviewed regularly to evaluate the impact on families and re-entry, because high costs can serve as a barrier to an inmate's ability to communicate outside of the jail.	INCOMPLETE
It has been a recurring recommendation that FCDC should implement a mechanism for inmates to be able to review audio/video files received from their attorneys. This could be an external CD player, a laptop with a built-in CD player and disabled internet access, or simply a computer or laptop with flash drive compatibility.	INCOMPLETE
The jail should also broadly facilitate Zoom/remote visitation. Zoom allows video chats to be time-limited and recorded, which could provide a simple solution to the staffing issue. It would also allow greater flexibility for attorneys to meet with their clients, as many attorneys are not local, which could help with issues related to the statewide attorney shortage.	INCOMPLETE

Additional Recommendations:

- Indigent residents should be provided with fifteen free phone call minutes per week, funded by the Inmate Benefit Fund.

Inmate Classification and Segregation

Please see the [2023 BOV Report](#) for further discussion. The progress of the BOV's previous recommendations is described below:

<u>Prior Recommendations:</u>	<u>Status:</u>
Examine the time it takes to classify new inmates as minimum, medium or maximum to ensure this is happening within the 72-hour timeframe.	INCOMPLETE
Follow the United Nations standards on solitary confinement, revise FCDC's definition of solitary confinement to mean 22 or hours or more a day and provide inmates with at least 2 hours of meaningful human interaction while, and restrict use of solitary confinement to a method of last resort only in exceptional circumstances. "Exceptional circumstances" should not include staffing issues.	INCOMPLETE
Allocate additional space for female, trans, and nonbinary inmates. There is a great risk of functional solitary confinement for female, trans, and nonbinary residents because it is very likely that the inmate will be housed alone, as a result of these infrastructure failures. One solution is for FCDC to send any inmate who will be housed alone as a result of anything other than disciplinary segregation to Somerset County, where they are much more likely to be housed with other residents.	INCOMPLETE
FCDC should develop gender responsive policies to counter the isolation and inequities experienced by female, trans, and nonbinary residents.	INCOMPLETE

Medical and Mental Health Services

Medical Services

Alternative Correctional Healthcare (“ACH”), Sallie Albert owner/director is the current health care provider. The current medical staff full-time on site is nurse, Pamela Walp, LPN, who has been employed since July 2022. Greg Ellis, PA, continues as the medical provider, and is on site at FCDC once per week, which is usually on the weekends. The Director of Medical Services continues to be Dr. Jim Berry. A second nurse, Elizabeth Blake, RN, provides coverage on Wednesdays, weekends, and vacation coverage. It was mentioned that a med manager would be a great addition to the medical staff. Such an addition to the medical staff could manage the more complex pharmaceutical needs and reduce the opportunity for diversion.

Nurse Walp’s schedule has been adapted so that she now works from 9 a.m. to 4 p.m. and returns to FCDC at 6:00 p.m. to distribute medications. This has necessitated a change regarding when med pass occurs. Instead of 8 a.m. and 8 p.m., it is 9 a.m. and 6 p.m. The change has made Nurse Walp’s schedule much more livable but has necessitated schedule adjustments for other staff.

The physical space remains the same. As discussed in the infrastructure section above, plans have been made to significantly upgrade the medical space with ARPA funding, to include two negative-pressure holding cells, administrative space, and a larger examination area. The ventilation and heating/cooling systems will likewise be brought up to code. In the winter of 2022, the pipes to the heating and cooling unit in the medical room burst. In the two years since then, repairs have not yet been made. A space heater is in use during the day but unplugged at night. It is very cold in the room at the start of the day.

There is more use of computer technology, but it still may not allow for the efficient organization of medical records. Medical records are stored in locked cabinets. The contracted medical provider was to begin the digitization of medical data to assist in HIPAA compliance by late 2024, but this has not yet occurred. Nurse Walp has also consolidated all of the medical records and moved them into the medical room where they can be locked at night, which meets HIPAA requirements for ensuring confidentiality of medical records.

Medically assisted treatment (MAT) with suboxone for opioid use disorder remains available, including induction of treatment for jail residents with a history of this illness. Since substance use disorder (“SUD”) affects a large proportion of jail residents, provision of this treatment is critical for reducing the risk of relapse and overdose deaths upon release. Under the new medical provider, FCDC has

instituted a rapid induction protocol. Each resident undergoes a urine test that contains a detection panel for 14 different drugs. Residents no longer have to go through withdrawal before receiving SUD treatment. This is a welcome change and has reduced the medical risk and pain and suffering associated with withdrawal while waiting to begin treatment. Nurse Walp reports the new protocol has been a tremendous improvement in care.

A new method of providing MAT has become available in the community, involving the use of depot injection of buprenorphine, called Sublocade. One dose lasts approximately 28 days and its use would reduce the workload of medical personnel who now have to administer daily doses under strict protocols to ensure compliance and prevent hoarding or diversion. Although expensive per dose, savings may be realized in the reduction of staff time and improved efficacy of treatment. Somerset County Detention Center piloted this program and recently reported that 2 out of 3 inmates on Sublocade follow through on attending their first medical appointment after being released, compared to 1 out of 10 inmates on 24-hour Suboxone. They also saw a decrease in recidivism rates. A recent article about the program can be found [here](#). The full evaluation of this pilot has shown significant success in maintaining treatment post release. Sheriff Nichols and the Healthy Community Coalition intend to reapply for a grant to cover the up-front costs. The BOV supports this plan and appreciates the Sheriff's initiative and the unanimous support of the County Commissioners for pursuing these funds. There may also be funding opportunities available from the county opioid settlement funds.

In early December 2023, the state Opioid Settlement Task Force announced that funds will be made available for a detox facility in Franklin County. Plans for such a facility or alternative treatment scenarios are still under discussion. Should that come to fruition, the facility could have a significant positive effect on treatment for SUD in Franklin County.

Naloxone is available and accessible in several locations at the jail, in the event of opioid overdose. Naloxone kits are offered to all residents upon release. The Healthy Community Coalition has been an invaluable partner in providing this life-saving medication and the training and education to use it most effectively. The kits are placed in resident lockers with their belongings prior to release.

An influx of xylazine cases has occurred since the end of 2022. Xylazine does not respond to suboxone, so those withdrawing from its effects cannot find relief from medication. A side effect of xylazine use is tissue necrosis. Nurse Walp has taken a specialized wound treatment class online.

Of concern is the treatment protocol for the increasing number of inmates experiencing withdrawal from methamphetamines. Currently, there is no differentiation between opioid withdrawal and methamphetamine withdrawal. Both are treated with Suboxone or Subutex. The [American Addiction Centers](#) reports that, "There are currently no FDA-approved medications for the treatment of stimulant withdrawal." Some medications can be prescribed for side effects such as anxiety and depression that occur after withdrawal.

Staff expressed concerns regarding the current protocol for administration of prescriptions, including Suboxone. The concerns were two-fold: First, there is a concern that anyone can be prescribed Suboxone, of whether they are actually addicted to opioids, which could result in additional opioid-addicted residents. Second, the administration protocol has changed. Formerly, residents were required to take medications in the presence of the nurse, the nurse performed an oral cavity check, and the resident stayed within view of the nurse for 10 minutes. Pursuant to the new protocol, the nurse distributes the medications and the residents are told to go into their cell for 20 minutes before they can come back out, which creates opportunity for diversion of the medication.

FCDC provides healthcare for female inmates, including birth control. In the past year, there was one pregnant inmate.

The status of the BOV's previous recommendations are as follows:

<u>Prior Recommendations:</u>	<u>Status:</u>
Explore partnership with the local health system to provide additional expertise with co-occurring disorders (mental health and substance use) services.	INCOMPLETE
Meet with Alternative Correctional Healthcare to discuss concerns and develop a plan to address gaps in care.	INCOMPLETE
Board of Visitors to meet with Medical Providers to better understand how medications are verified, dispensed, and administered.	COMPLETED, should be repeated annually
Explore the care team model (weekly meetings across sectors, mental health and healthcare provider, Intensive Case Management ("ICM"), etc.) to work collectively on medical care for inmates to ensure the best care is being provided.	INCOMPLETE
Investigate and monitor medical treatment of the inmates, which is a critical function and responsibility of FCDC even though it is being provided by a	INCOMPLETE

contracted agency. Ensure that treatment is based on need of the residents and is not based on subjective or arbitrary factors.	
---	--

Additional Recommendations:

- Hire additional medical staff to cover an evening shift of med pass, so medications can be distributed for the exact times they are intended to be taken, to ensure the efficacy of the medications.
- Reconsider the protocol for medication administration.
- Implement Sublocade treatment for opioid use disorder.
- Repair the heating and cooling system in the current medical offices.
- Replace the exam table which has tears in the upholstery providing a convenient space for the harboring of infectious agents.
- Consider adjusting the methamphetamine withdrawal protocol.
- Consider adding telehealth services.
- Begin the process of digitizing medical files and developing digital medical forms.

Mental Health Services

Mental health services continue to evolve. ACH was contracted to provide mental health services and support groups at the jail. David O'Donnell, LCPC, provides evaluation and counseling for substance use disorder and general mental health for 16 hours, over the course of two days each week, Monday and Wednesday.

David has revamped the mental health offerings to provide several psychoeducation groups for jail residents. He also meets with residents individually on an as-needed basis. The groups have been well received and attendance is generally high, with sometimes as many as 14 attendees, depending on census and court obligations of residents. The jail reports that David is liked by the residents and there are no problems with his groups. Depending on the jail census, he has held up to 5 groups per day. They meet in the library, which is truly a multi-purpose room, also used as a conference room, staff training room, and education site. Sometimes groups may not meet due to these other uses.

It is difficult to maintain privacy during these mental health services, since jail staff can walk through the library at any time. Consistency and privacy are important factors in creating an atmosphere where group members can speak openly and participate fully; these conditions guarantee neither. Space for private interactions is crucial.

Additionally, the mental health staff reports that, in order to really provide proper and appropriate diagnoses of the residents, the professional needs more time on average with each inmate. Mr. O'Donnell provides services to FCDC on Mondays and Wednesdays, which does not allow for meaningful conversations with Dr. Ellis, who is usually at the jail on weekends.

A major concern of mental health staff and the BOV is that the jail environment is not conducive to good mental health. Although residents are supposed to receive an hour of exercise each day, this often does not happen either because of low staffing, perceived safety threats, or weather that impacts outdoor recreation opportunities.

One important factor to promote mental health is sleep. There are an increasing number of complaints from residents regarding their ability to sleep at the jail. The evening medication pass is at 6:00 p.m. each night, including medications that may cause drowsiness. "Lights Out" at the jail is 10:00 p.m., so this may also be affecting the opportunity for residents to attain quality sleep. There are also concerns regarding the distribution, timing, and availability of prescription medications, which may also affect a resident's sleep and behavior.

Another concern raised regarding the jail environment is that there is little opportunity for creativity. Although residents can have short pencils, they cannot have colored pencils. They do not have an opportunity to engage in artistic expression, which can provide therapeutic release and other benefits. The limited access to exercise, outdoors, and the barriers to educational programming is also a major concern. FCDC should take these concerns seriously to improve conditions where possible to facilitate mental health improvement for its residents.

There is ongoing discussion about the protocol during a mental health crisis. Although FCSC reports that David is on-call 24/7 and may be contacted during a crisis to help determine next steps, there is not currently mobile crisis available. When someone is placed on a suicide precaution, they are placed on a 1:1 watch, which can be difficult due to staffing issues and could present safety concerns for both the staff and inmate. When someone "acts out", the person is put into maximum security (disciplinary segregation). While in maximum security, residents are not allowed to attend groups and they are only permitted one hour outside of their locked cell per day. Some COs utilize a "time-out" procedure where someone is locked in for a short "cooling off" period, and some COs may bring the resident to booking and conversate with them until the resident is regulated. The COs have discretion on how to handle each situation because there is no policy instructing on the use of these "time-outs" as opposed to a longer-term lockdown. Because the response is discretionary, there is an opportunity for disparate treatment of the residents and the disciplinary actions are not applied equally to all residents. Often, a resident cannot initiate their own "time-out" or take space when needed, because residents share rooms containing two to four beds.

Residents have also reported frustration regarding bathroom access and the lack of nighttime bathroom facilities. Residents are locked in their cells at night, without a toilet. COs are supposed to do nightly rounds every 30 minutes, in part to check to see if anyone needs to use the bathroom facilities. This protocol has limitations to its utility, because COs might not be always be available every 30 minutes for the check, based on other occurrences at the jail. Further, the 30-minute checks are a constant interruption of sleep throughout the night, and not everyone is able to wait 30 minutes to use the bathroom. Residents report occasions where a resident has been locked in their cell but need to access the bathroom, yet were unable to catch the attention of a CO by flipping the light switch in between 30-minute checks. If the residents make additional noise to try to catch the attention of the COs, they may receive disciplinary action. Residents suggest a solution to this problem may be to leave the room doors unlocked and allow full-time bathroom access, with the understanding the doors will be locked if residents violate the rules of loitering in the dayroom instead of going straight to the bathroom. Residents believe knowing bathroom privileges will be removed would be an incentive for this to work smoothly.

Recommendations:

- Provide a weekly Narcotics Anonymous group at FCDC.
- Begin a peer recovery coach training program at FCDC. There are two levels: the first level is an eight-hour training program. The advanced level is a 40-hour training program. Both training programs are provided by Health Acadia.
- Increase mental health services from 16 to at least 24 hours per week.
- Facilitate the collaboration between mental health and medical services to foster stronger partnership and avoid working in silos.
- Explore ways to promote health and wellness for inmates; this could be increased opportunities for creative arts and art materials, ensuring proper sleep hygiene, and increasing physical activity options.
- Identify and implement strategies to promote sleep hygiene.
- Board of Visitors should meet with Medical Providers.
- Initiate policy for residents to create their own time outs as needed. Specifically define policy for staff to equally apply time outs throughout all situations, with a focus on de-escalation and minimal segregation. Development of this policy should be paired with additional de-escalation training for staff.
- Institute a system that allows residents of the minimum/honor pod access to the bathroom at night and the tv remote with the understanding that the privilege will be lost and the doors will be locked if residents violate the rules by loitering in the dayroom instead of going straight to the bathroom.

Education

Each county detention center is required by state law to provide educational services to its inmates. Franklin County contracts with Franklin County Adult Education to provide these services. Cassidy Marsh is the instructor that works Tuesdays and Thursdays to teach and coordinate services. She has completed various adult education professional development classes to complement her secondary teaching certification. She is currently coaching and mentoring other adult education teachers within the state. She was also awarded a State Advocacy Fellowship.

In addition to literacy and HiSET programming, a creative writing class and parenting classes are offered. The creative writing class is offered by Pat O'Donald, a former UMF professor and published author. The parenting class is provided by the Children's Task Force. Inmates can also earn their OSHA 10 certification online.

A survey of the inmates showed a need for more digital learning instruction. It is hoped the digital literacy instructor provided by a grant obtained by Franklin County Adult Education and Franklin County Economic Development Corp will be able to offer classes to address this need.

In addition, a state-wide grant from Maine Connectivity Authority that targets underserved populations, including incarcerated or formerly incarcerated individuals, has recently been open for bidding. This grant could provide devices, instruction, training, and support for additional programs within the detention center.

Another grant is available to provide training in a local manufacturing site for formerly incarcerated individuals. Mary Redmond-Luce, the director of Franklin County Adult Education, is investigating ways to transition currently incarcerated individuals into this program upon release.

The status of previous BOV recommendations are as follows:

<u>Prior Recommendations:</u>	<u>Status:</u>
The building of the Sheriff's training center to lessen the use of the educational space in the jail for staff training. With the current configuration of the jail, the educational space/library is used for staff training and lessens the time available for inmate educational programming.	IN PROGRESS - New training center is under construction!

<p>Supported reconfiguring the current space to meet the needs of current programming. The need for additional training and mental health services are hindered by lack of space in the detention center.</p>	<p>IN PROGRESS - the addition to FCDC is under contract and expected to start in 2025.</p>
<p>Examine the timing of med pass delivery, recreational time, and other factors that are impacting the ability of residents to participate in educational activities.</p>	<p>ONGOING - BOV met with Sally Arsenault to discuss the possibility of medication timing as an issue with inmates being too tired to attend classes. She feels it is due to unhealthy sleep practices that are affecting the lack of energy to attend classes. Recreation schedules have been made more accommodating to educational programming.</p>
<p>Conduct regular surveys of residents to gauge their interests and explore whether additional education and or training programs can be added to the educational offerings.</p>	<p>ONGOING – one survey has been completed. The BOV recommends continuing this as a regular practice.</p>
<p>Continue to build the volunteer class list.</p>	<p>ONGOING – one agency has been approached, but changes in personnel has delayed the introduction of this programming.</p>
<p>Research possible training programs for addition to current offering.</p>	<p>IN PROGRESS</p>

Research ways to attract and/or incentivize educational programming.	IN PROGRESS - more internal promotion of programming has taken place this year.
Offer additional religious services through onsite Chaplin or partnerships with local churches.	INCOMPLETE

Recommendations:

- Continue to support additional training options for inmates.
- Support the digital literacy grant offered by the Maine Connectivity Authority to improve digital literacy offerings.
- Review space within the detention center to maximize the potential for more offerings within the building.
- Add an art class and provide access to art supplies, especially coloring.
- Add a garden and grow fresh fruits and vegetables for resident consumption as well as for worker status.
- Allow a worker peer to facilitate same-gender self-help groups
- Add Narcotics Anonymous programming.
- Add in-person parenting classes.

Re-Entry Services

Various aspects of re-entry services have been discussed at length in our prior Board of Visitors Reports ([2023 BOV Report](#), [2022 BOV Report](#)). “Re-entry” generally refers to the process by which a person transitions from incarceration or detainment back into the community.

The Sheriff’s Office applied and was awarded a three year, one-million-dollar grant from the Bureau of Justice as part of its Comprehensive, Opioid, Stimulant, Substance Use Program (COSSUP). The project is designed to comprehensively address the impact of illicit opioids, stimulants, and other substances through a multi-faceted approach that is also supported by the [Sequential Intercept Model](#). (similar to diversion and deflection). The project will focus on systems level change to increase access to treatment, recovery and reentry services during the pre-release phase. The [Daily Bulldog](#) reported that the “money will fund the Jail Substance Use Recovery and Reentry Program. It will support two full-time correction officers and a behavioral health specialist.”

Forensic Intensive Case Manager

For our residents at FCDC, much of their access to re-entry services is through Cheryl Rackliff, the Forensic Intensive Case Manager (“ICM”) employed by the Department of Health and Human Services. Cheryl generally establishes contact with every resident of FCDC, and the majority of residents choose to actively work with her. Cheryl works to connect residents to any community resource they might need, such as housing, mental health and/or substance treatment, and health care.

Cheryl’s work with FCDC residents requires a confidential space for her to meet with each client, as well as adequate time available to meet with each of her clients. The BOV has previously identified this as an issue, as lack of available space at FCDC has rendered this difficult. FCDC does not have a dedicated space available for Cheryl, so she has to travel back and forth between the DHHS office and FCDC, and must transport her computer and files with her. Currently, Cheryl generally meets with clients in the visitation room, which poses some additional issues. There are two cameras in the visitation room, which FCDC reports are only for video recording and do not have audio capability. Still, Cheryl finds that clients are sometimes reluctant to talk with her because the clients do not know whether they are being actively listened to or audio recorded. Additionally, Cheryl is only allowed to use the visit room for her work with clients if the room is available, which is not always the case because the room is also used for attorney-client visits, inmate visitation, and is sometimes used for FCDC programming for female inmates. Cheryl does not have much access to the FCDC library because it is so

often used for other programming and other needs. Cheryl does not generally use the other room connected to the FCDC lobby (which is called Room P10), which is mostly used for court and for Maine Pretrial Services. Not only is P10 often being used for these purposes, but FCDC also requires inmates to be strip-searched after going into Room P10. FCDC reports that the strip searches are necessary due to the risk of supervision contract participants leaving contraband in the room when they enter to see Maine Pretrial Services.

Residents shared that they are being strip-searched upon the return from Zoom court in Room P10, even though the room is inside the building and residents have not left the facility. However, residents report that they are not strip-searched upon the return from the library, which is across the hall from Room P10.

Maine Pretrial Services

Maine Pretrial Services also facilitates re-entry for the residents eligible to be on a supervision contract. This supervision contract allows the resident to be released from FCDC and subsequently monitored, which generally includes conditions such as regular check-ins, urine screens, and other conditions.

Treatment and Recovery Court

Treatment and Recovery Court was also described in greater detail in our prior BOV Report ([2023 BOV Report](#)). To summarize, the Maine Judicial Branch has several alternative “specialty” courts throughout the state. An Adult Treatment and Recovery Court (“TRC”) was introduced for Franklin County, which is also combined with Oxford County. In order to participate in TRC, a participant must be referred by way of a [referral form](#), and must be accepted to the program. The referral form is often submitted by an attorney, but may be submitted by the individual themselves or any other person. There are several eligibility requirements, including that the individual must be considered “high risk, high need” in regard to substance treatment. Because the program is funded by a discretionary grant through Bureau of Justice assistance funds, there is an eligibility prohibition on “violent offenders”. Additional information on this Bureau of Justice policy is available [here](#).

TRC is a very involved and extensive treatment program. Participants are engaged in substance treatment throughout the duration of the program, often starting with a residential treatment program or an Intensive Outpatient Program for substance treatment (which is a structured treatment program that generally requires several hours of participation, several times per week). TRC participants are required to work with an assigned case manager and must meet with the case

manager at least once weekly. Participants are subjected to random urine screens at least twice weekly. Participants attend court every other Friday.

Although TRC has been available to Franklin County for more than a year, Franklin County participation has been very low. Jazmynn Brown, the case manager for TRC, reports that the majority of referrals come from Oxford County and there are much fewer referrals from Franklin County, comparatively. The reason for this is unknown. Because there have been very few Franklin County residents that have participated in TRC so far, the treatment services and court events have generally been conducted out of Oxford County. TRC has not yet had to decide whether court will take place physically in Farmington court for Franklin County residents, or whether Franklin County residents will have to travel to Oxford County for court and services. However, Jazmynn reports that TRC assesses each participant's individual housing and transportation situation and the team tries to accommodate the individual's needs as much as possible.

FCDC has had 16 referrals to TRC and only one was accepted into the program so far.

Peer Recovery Coaching

Peer recovery coaching while incarcerated can be an invaluable tool that is utilized in other Maine facilities. This program could potentially be a benefit both in creating an opportunity for future positive outcomes for the resident, but could also create a volunteer system of peer supports within the jail. In general, it does not seem that Zoom trainings are available outside of the parenting course currently running. This could also be an opportunity for worker status. It was a popular opinion that an art class would be extremely welcomed, as would the opportunity to garden and grow fresh fruits and vegetables for the residents to consume while also earning good time and learning a skill in the fresh air and daylight. Several residents interviewed pointed out that AA was the only self-help group for substances, and they feel there is a large need for an NA group. One mentioned willingness to facilitate the group as a peer if they were allowed.

Recommendations:

Across the board, these individuals and agencies that facilitate the re-entry of FCDC residents back into the community report that some of the biggest challenges residents face are (1) stable housing, (2) transportation, and (3) access to attorneys. These are larger systemic issues that have widespread impact across the State of Maine. Although the BOV certainly does not expect FCDC to solve these issues, the BOV believes that all correctional facilities and agencies should be acutely aware of these systemic deficiencies and the effects of these deficiencies on our community as a whole, especially on low-income populations.

The BOV offers the following recommendations:

- Provide a dedicated private space for ICM, with a computer and printer set-up for efficiency, to provide a confidential location for clients to meet with the ICM without concern of their conversation being listened to or audio recorded, and allow adequate time and opportunity for ICM to meet with clients without interruption to the work space.
- Explore TRC options for Franklin County and troubleshoot barriers to enrollment for Franklin County residents.
- Provide further education on Treatment and Recovery Court to all FCDC staff and providers and provide access to this information for FCDC residents to increase the number of inmates who are utilizing this service.
- Increase enrollment by 20% in TRC.
- Develop a stronger relationship with the Recovery Center
- Build a comprehensive re-entry program that enhances warm hand offs for re-entry services such as MAT, Primary Care, Connections to recovery services.
- Ensure all inmates are receiving the drug overdose prevention first aid kit, that includes Narcan and local treatment and recovery resources.
- Work with community partners to implement a program to provide cell phones for residents upon their release from FCDC, to ensure that the individual has a means to communicate with their providers, case manager, pre-trial services, etc. to help eliminate an access barrier to successful re-entry.
- Allow Zoom training of peer recovery coaches, then utilize these coaches for worker status for 2-for-1s.
- Modify the strip-search policy so residents are not strip-searched after attending in-building activities, including court, library, groups, case management, etc.

Other Inmate Services

Food Services

Since May 2023, Eric Geisman, Sr., has been the Food Service Manager for the detention center. Eric has numerous years in the food industry preparing food in large institutional settings. Please note that Eric is the father of CO Eric Geisman, Jr.

In the kitchen, three staff members work rotating shifts to provide three meals per day to the inmates and staff. Most meals are served hot except one meal on Saturday and Sunday per state regulations.

Menus are prepared three months in advance and sent for review by a state nutritionist that evaluates the menus for calorie content and nutritional value. Protein offerings are varied throughout the week. Eric and his staff like to try new ideas, especially desserts- to improve their skills and provide the inmates with a treat.

Special menus needed for medical or dietary restrictions are reviewed and discussed with local medical staff. Trays are marked to show special menus to ensure the right meal gets to the correct person.

Food is placed on individual trays and carried to the cells by the CO's using a heated cart. The delivery process and return of trays takes about 30 minutes. There can be up to forty meals prepared a day when the detention center is full.

Eric uses a desk in the administration wing to compile menus, send emails, and order food. This is a distraction for everyone. There is also a storage space in the attic that is accessible by an outside stairway. It cannot be accessed during rec time.

In the attic, there are storage shelves and several freezers for storing protein and vegetables separately. The downstairs freezer being repaired has lessened the need for all the freezer space in the attic. Most of the shelving is holding overflow of paper products, not food. There are items on the floor by the freezers that prevent easy access to these units.

In discussion with Eric, he would like desk space in a less active space. When mentioned that the medical bay is supposed to be designated as an office and storage space for the food service, he felt that would be great, but he would not need all the space. He is interested in exploring options for multi-use of the space.

The only concern he voiced was the cost of the rented dishwasher. He is not sure how the lease agreement is structured, but he is concerned about the potential cost increases.

Some inmates reported that the food portion sizes are not adequate, particularly for larger bodies. They believe larger bodies should have larger portions. Some also questioned whether the portions on each tray are consistent, and whether the servings actually provide the number of calories they purport to provide. Residents also requested more fresh fruits and vegetables.

Recommendations:

- Rearrange the freezers in the attic to provide easier access. The current design creates a trip and fall hazard.
- If food is going to be stored in the attic, cabinets that can be closed should replace the open shelving
- Review space availability for potential office and storage space when the medical office is relocated to the new section of the building. Can a reconfiguration of this space provide for the needs of the nutritional program and other programs at the same time.
- Make adjustments to meal trays based upon body size and caloric needs as determined by a nutritionist and/or dietician at resident's written request for review. Include this process in the handbook.
- Provide fresh fruits and vegetables daily.

Resident Worker Status

It is unclear what the criteria is for worker status. One resident reported that despite being sentenced and housed approximately two months and being classified as minimum, her request for worker status has been denied by the Major. She reports she is aware of just one female who has ever been awarded this status, and the CO confirms. She reports she was denied due to being previously termed from the pretrial program related to her substance use struggles. This means that her residency will be straight time, rather than obtaining 2-for-1's. Her time served also has not been calculated and applied to her planned discharge date. All residents question why there are no longer opportunities for workers in the kitchen, inside, and outside.

Recommendations:

- Evaluate a clear and concise policy for achieving worker status, and include this in the resident handbook.
- Behavior during previous stays should not be considered for the current stay.
- Worker status should be awarded within 30 days, and a clear appeals process with multi-level review should be implemented.

No-contact and Codefendant Issues, Recreation

Around the time of the drafting of this report, two males and one female were recently transferred to other facilities due to codefendant issues. However, there are other issues including one between two females. The sentenced female does not have any conditions, but the unsentenced codefendant remains under no contact bail conditions. As a result, each of the females are housed separately, must attend recreational activities separately, and attend groups separately. Currently, this means each female can only attend ½ hour of the hour AA meeting. Isolation is detrimental to mental health. Overall, even when there is not a codefendant issue, there is a report that an average of three days per week for one hour each is all that the residents get for recreation time. There is no indoor recreation space. COs confirmed that due to three-man shifts, sometimes it just isn't possible to do recreation, booking, or an emergency all at the same time and so often recreation is what suffers. It is believed that DOC standards require five days per week of recreation.

Recommendations:

- See recommendations above regarding staffing (Page 3).

Commissary

The Securus phone system and the Keefe commissary system is separate. Although the Securus system allows outside individuals to add funds to the phone/tablet accounts online, the commissary funds must be sent via money order and by mail. Money orders are not accepted via in-hand delivery, which causes delays in the ability to order commissary for residents. Because of the separate systems, phone services cannot be purchased with commissary funds and vice versa.

Residents requested the opportunity to purchase Velcro sneakers from commissary. One inmate has a pair they obtained medically from another facility and he came in with them. The current footwear choices all have holes, which leads to wet, cold feet and can cause subsequent foot issues after outdoor recreation.

Recommendations:

- Find a system to either combine commissary with Securus or explore the option of online loading of commissary funds that do not include the requirement for money order and the slow mailing process, or to share funds between the two programs. Allow for the purchase of Velcro sneakers from commissary.

Handbook and Policies

It was unclear who is responsible for handbook updates, and although it is not outrageously outdated, some of the information is not accurate and there are resources missing. Residents report they are not given a copy of the handbook during booking and eventually may receive one after several requests.

Recommendation: It may be beneficial to figure out how to get the handbook uploaded to the tablets, it is unclear if this will save costs vs. handing out a handbook to each inmate with the potential for the paper forms getting damaged or not returned at discharge. This also could perhaps make updates to the information easier to complete.

Resident Items Issued

Residents are not given pillows, and the mattresses are not designed with pillows attached. Residents are using blankets and clothing or folding the mattresses in an attempt to have a pillow-like situation.

Recommendation:

- Residents should be given pillows or mattresses with built in pillows, or in low-risk situations, additional blankets in order to use them as pillows.

DEFINITION OF ELIGIBILITY

An individual must meet certain requirements in order to be eligible for coverage under the Health Trust. The MaineMunicipal Employees Health Trust eligibility requirements are as stated below:

1. Employees who are hired on a full or part time basis and **work an average of at least 20 hours per week** on a year-round basis are eligible for coverage. The employer may impose a higher minimum if so desired. However, as required by Health Care Reform, to avoid paying a penalty, Large Employers – those with 50 or more employees - must offer coverage to all employees who work 30 or more hours per week. For more information regarding these regulations, please refer to the Healthcare Reform section of our website at www.mmeht.org.
2. Elected officials, whose term is of at least one year's duration, regardless of the work schedule, may be eligible for coverage. (This is at the employer's discretion.)
3. Appointed officials, whose term is of at least one year's duration, provided they work an average of at least 20 hours per week, are eligible for coverage. (The employer may impose a higher minimum if so desired.)
4. For Income Protection Plan (IPP), Long Term Disability (LTD) and Life Plans, if the employee is not actively at work on the day coverage would become effective because of a non-job-related injury or illness, the coverage will become effective on the day he/she returns to work full time. Health and Dental insurance coverage will begin on the employee's effective date if he/she is actively at work, available to work if it is not a regularly scheduled workday or absent from work due to a non-work-related illness or injury.
5. If the employee is not actively at work on the day the coverage would become effective because of a job-related injury or illness, coverage for all other disabilities or illnesses will become effective on the normal effective date.

Franklin County Position Description

Position Title: EMA Director

Department: Emergency Management Agency **FLSA Status:** Exempt

Reports to: County Administrator **Effective Date:** 12/21/2024

Job Summary:

The Director of the Franklin County Emergency Management Agency provides supervision of the Deputy Director, and other Clerical Employees working within the Emergency Management Agency Department, carries out supervisory responsibilities in accordance with Franklin County's policies and applicable laws.

Essential Job Functions:

- Planning, organization, and execution of Emergency Management Agency (EMA) activities. Collaborate with federal, state, county, and local EMA entities to ensure activities align with overall county, state, and national emergency management programs.
- Manages the daily finances of the Emergency Management Agency, along with submitting vouchers for processing, requesting reimbursement requests and balancing funds for all budgets and grants. Prepares and presents the EMA County Budget to the Commissioner's Office, Commissioners and Budget Committee.
- Oversees the daily maintenance of all agency records, including financial documents, emergency plans, standard operating procedures, meeting notes, and emergency operations logs.
- Submits the required reports to the Maine Emergency Management Agency (MEMA), including quarterly FMPG financial reimbursement submissions and yearly activity reports. Ensure compliance with Tier II reporting for chemical inventory and maintain incident files.
- Oversees and provides grant management support for Franklin County participants, including assistance with applications, monitoring expenditures, submitting reimbursement requests, and ensuring compliance with federal guidelines.
- Assists with the maintenance of Franklin County's social media page and EMA website, posting timely public service announcements, weather alerts, and relevant information for the community.
- Utilize the programs for data entry related to exercises, meetings, and volunteer activities. Support volunteer groups such as Franklin Search and Rescue (FSAR) and Amateur Radio Emergency Services (ARES) by maintaining current rosters and compliance records.

- Manage inventories for all federal purchases, ensuring proper documentation, disposition, and tracking of items through the Franklin County Emergency Management Agency.
- Attend various meetings, including monthly Directors Meetings, bi-monthly Directors Council meetings, and local EMA and fire meetings, as well as other facility meetings within Franklin County.
- Provide and support the Student Tools for Emergency Planning (STEP) training for local schools, targeting 4th and 5th graders to enhance emergency preparedness.
- Coordinate community emergency exercises involving first responders, civic groups, international partners, and local facilities.
- Maintain updated lists of local directors, Emergency Operations Center staff, and agencies for resource management. Manage the Emergency Operations Center during activations.
- Support local officials during and after storms by processing damage assessment forms, maintaining records, and assisting FEMA with damage assessments.

Other Duties and Responsibilities:

- Stay informed of current trends and best practices in emergency management through peer networking, attending seminars, and reviewing relevant literature.
- Coordinate with the Franklin County RCC to secure and maintain county communications infrastructure, including access roads, maintenance schedules, and backup power systems.
- Promotes and maintains responsive community relations.
- Performs other duties as required.

Required Knowledge/Skills/Abilities:

- *Knowledge of hazardous materials, disaster relief, recovery, and emergency services.*
- *Proficiency in office computer systems, with a willingness to learn new programs.*
- *Strong organizational skills.*
- *Excellent communication skills for effective interaction with staff, volunteers, emergency responders, and the public.*
- *Proficient in telephone and radio communication, particularly in emergency situations.*
- *Ability to collaborate effectively in emergency preparedness and response planning.*
- *Preferred qualifications include training in emergency management practices (e.g., NIMS, ICS) and relevant experience in fire, police, or local government.*
- *Commitment to ongoing training and professional development.*
- *Strong leadership skills.*

Education and Experience:

- *High School diploma or equivalent required.*
- *Duties require knowledge of emergency preparedness and response planning*
- *Associates degree in business administration or related field, and/or one to three years of relevant work experience preferred.*
- *Valid State of Maine driver's license required.*

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0-24	25-49	50-74	75-100
<i>Seeing: Must be able to read computer screens and reports.</i>			x	
<i>Hearing: Must be able to hear well enough to receive calls and radio communication.</i>			x	
<i>Standing/Walking: Must be able to move about the department.</i>				x
<i>Fingering/Grasping/Feeling: Must be able to type and use technical sources.</i>				x
<i>Lifting/Pulling/Pushing: Must be able to lift up to 25 pounds.</i>		x		
<i>Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up paper products or directories.</i>		x		

Working Conditions: The Director is expected to perform duties in both office and outdoor environments as needed or when called upon. The Director is required to respond to emergency situations, necessitating physical fitness and the ability to handle various environmental conditions, including extreme weather variations and long hours.

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Employee Signature

Date

Supervisor Signature

Date

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Approval Signatures:

Commissioner Robert Carlton

Commissioner Fen Fowler

Commissioner Thomas Skolfield

Commissioner Thomas Saviello

Commissioner Jeffrey Gilbert

STATE OF MAINE

IN THE YEAR OF OUR LORD

TWO THOUSAND TWENTY-TWO

H.P. 621 - L.D. 853

An Act To Increase the Fees Paid to Sheriffs and Their Deputies for Service of Civil Process Documents

Be it enacted by the People of the State of Maine as follows:

Sec. 1. 30-A MRSA §421, sub-§1, as amended by PL 1989, c. 6; c. 9, §2; c. 104, Pt. C, §§8 and 10; and c. 303, is further amended to read:

1. Civil process. For service of all writs or complaints with summonses, precepts, notices, executions, court orders, orders of service, copies and all other civil process or papers requiring service ~~which that~~ are not specified in this section:

A. For proceedings in forma pauperis, ~~\$4 \$8~~ for each such service and ~~\$8 \$40~~ if the service is made in hand;

B. For service on behalf of the State, ~~\$4 \$8~~ for each such service and ~~\$8 \$40~~ if the service is made in hand; and

C. For all other proceedings, ~~\$8 \$16~~ for each such service and ~~\$16 \$40~~ if the service is made in hand;

Sec. 2. 30-A MRSA §421, sub-§2, as amended by PL 1989, c. 6; c. 9, §2; c. 104, Pt. C, §§8 and 10; and c. 303, is further amended to read:

2. Disclosure subpoena. For the service of a disclosure subpoena as provided by Title 14, chapter 502, ~~\$16 \$40~~;

Sec. 3. 30-A MRSA §421, sub-§3, as enacted by PL 1987, c. 737, Pt. A, §2 and Pt. C, §106 and amended by PL 1989, c. 6; c. 9, §2; and c. 104, Pt. C, §§8 and 10, is further amended to read:

3. Complaint for divorce. For the service of a complaint for divorce with a writ of attachment by serving summonses and attested copy of the writ and complaint, or for the service of a complaint for divorce with an order of court by attested copy, ~~\$8 \$40~~;

Sec. 4. 30-A MRSA §421, sub-§4, as amended by PL 1997, c. 5, §1, is further amended to read:

4. Attachment of real estate. For the attachment of real estate at the registry of deeds, ~~\$16~~ \$40;

Sec. 5. 30-A MRSA §421, sub-§5, as amended by PL 1997, c. 5, §1, is further amended to read:

5. Attachment of personal property; replevin. For the attachment of personal property or for the service of a writ of replevin, ~~\$16~~ \$40, and ~~\$10 more~~ an hourly rate determined by the sheriff to be charged for each hour after the first required for the service;

Sec. 6. 30-A MRSA §421, sub-§6, as amended by PL 2009, c. 205, §3, is further amended to read:

6. Civil arrests and custody. For civil arrests and custody under the arrest, including arrest and custody under paternity proceedings, ~~\$25~~ \$60 and an hourly rate determined by the sheriff to be charged for each hour after the first required for the service plus mileage ~~at a~~ at least the same rate of 42¢ per mile as provided under Title 5, section 8;

Sec. 7. 30-A MRSA §421, sub-§14, as amended by PL 1989, c. 6; c. 9, §2; c. 104, Pt. C, §§8 and 10; c. 303; and c. 502, Pt. A, §112 and repealed and replaced by c. 878, Pt. A, §82, is further amended to read:

14. Search for persons to serve. For diligently searching for persons on whom they are commanded to serve civil process when that party cannot be located at an address given to the sheriff or the deputy sheriff by the plaintiff or the plaintiff's attorney when commanding the service to be made, ~~\$10~~ \$40, plus ~~necessary travel~~ mileage at at least the same rate per mile as provided under Title 5, section 8; and

Sec. 8. 30-A MRSA §421, 3rd ¶, as amended by PL 1997, c. 8, §1, is further amended to read:

In addition to the fees charged for service, travel may be charged for each mile actually traveled at the same rate at which county government employees are reimbursed within that county, except that all travel initiated on behalf of a state government agency must be reimbursed at at least the same rate per mile as provided under Title 5, section 8.

Sec. 9. 30-A MRSA §421, 4th ¶, as amended by PL 2005, c. 218, §5, is further amended to read:

The county commissioners of each county may require that the fees collected under subsections 1, 2, 3, 5, 7, 12 and 14 be increased by ~~\$5, except that the fee paid by any state agency or department may only be increased by \$1~~ \$25. The sheriff or deputy shall collect this additional amount and pay it to the county treasurer for the use and benefit of the county. The county commissioners may also require that the fees collected under subsections 1 to 14 be increased by an amount equal to the cost of social security and other withholding taxes on the fees payable under this section.

Sec. 10. Appropriations and allocations. The following appropriations and allocations are made.

**HEALTH AND HUMAN SERVICES, DEPARTMENT OF
Child Support 0100**

Initiative: Provides funding for an increase in the fees and travel reimbursement paid to sheriffs and their deputies for service of civil process documents.

GENERAL FUND	2021-22	2022-23
All Other	\$0	\$126,511
GENERAL FUND TOTAL	\$0	\$126,511

FEDERAL EXPENDITURES FUND	2021-22	2022-23
All Other	\$0	\$245,581
FEDERAL EXPENDITURES FUND TOTAL	\$0	\$245,581

State-funded Foster Care/Adoption Assistance 0139

Initiative: Provides funding for an increase in the fees and travel reimbursement paid to sheriffs and their deputies for service of civil process documents.

GENERAL FUND	2021-22	2022-23
All Other	\$0	\$32,000
GENERAL FUND TOTAL	\$0	\$32,000

**HEALTH AND HUMAN SERVICES,
DEPARTMENT OF
DEPARTMENT TOTALS**

	2021-22	2022-23
GENERAL FUND	\$0	\$158,511
FEDERAL EXPENDITURES FUND	\$0	\$245,581
DEPARTMENT TOTAL - ALL FUNDS	\$0	\$404,092

JUDICIAL DEPARTMENT

Courts - Supreme, Superior and District 0063

Initiative: Provides funding for an increase in the fees and travel reimbursement paid to sheriffs and their deputies for service of civil process documents.

GENERAL FUND	2021-22	2022-23
All Other	\$0	\$35,194
GENERAL FUND TOTAL	\$0	\$35,194

**JUDICIAL DEPARTMENT
DEPARTMENT TOTALS**

	2021-22	2022-23
GENERAL FUND	\$0	\$35,194
DEPARTMENT TOTAL - ALL FUNDS	\$0	\$35,194

SECTION TOTALS	2021-22	2022-23
GENERAL FUND	\$0	\$193,705
FEDERAL EXPENDITURES FUND	\$0	\$245,581
SECTION TOTAL - ALL FUNDS	<u>\$0</u>	<u>\$439,286</u>

2024 Properties list

Buildings	Locations
Courthouse	140 Main Street
Jail	123 County Way
Sheriff Office	123 County Way
Dispatch	121 County Way
Teague Memorial	Fairbanks Rd
Courthouse Storage Shed	140 Main Street
Fuel tank @ County Way	123 County Way
Sheriff Office storage shed	123 County Way
Sheriff Office storage shed	123 County Way
Gravel Pit and shed	Reeds Mills Road, Madrid
Coburn Gore Landfill	Coburn Gore TWS
Tower 90'	123 CountyWay
Tower & building 200'	Mosher Hill
Tower & building 100'	Mosher Hill
Leased tower	Mt Blue
Leased tower	Sugarloaf
Leased tower	West Kennebago
100' Tower & Building	Kibby

Vehicles

Year	Make	Model	VIN #
	SHERIFF		
2023	Ford	Explorer	1FM5K8ABXPGA04844
2021	Ford	Explorer	1FM5K8AB6MGA41904
2019	Ford	F-150	1FTEW1P46KKC53950
2021	Ford	F-150	1FTFW1P80MKE57816
2022	Ford	Explorer	1FM5K8AW5NNA02897
2018	Ford	F-150	1FTEW1PG2JKD90361
2022	Ford	Explorer	1FM5K8AW3NNA07953
2021	Ford	Explorer	1FM5K8AB9MGA06421
2021	Ford	F-150	1FTFW1P82MKE57817
2023	Ford	Explorer	1FM5K8AW7PNA01639
2021	Ford	Explorer	1FM5K8AB4MGA41903
2018	Ford	Explorer	1FM5K8AR4JGC75192
2021	Ford	Explorer	1FM5K8AW7MNA01961
2021	Ford	Explorer	1FM5K8AB7MGA06420
2023	Ford	Explorer	1FM5K8AW4PNA0165
2022	Ford	Explorer	1FM5K8AW6NNA10880
2022	Ford	Explorer	1FM5K8AW9NNA11585
2024	Chevy	Tahoe	1GNSKLEDXRR330745
2024	Ford	Explorer	1FM5K8AB0RGA47706
2024	Ford	Explorer	1FM5K8AC7PGC20059
2023	Chevy	Tahoe	1GNSKLED9PR461064

2023	Ford	Explorer	1FM5K8AW4PNA01615
2023	Ford	F-150	1FTFW1P80PKE45623
	TRAILERS		
2020	D&K Engineering	Speed Trailer	1D9S35ES5K1827283
2022	D&K Engineering	Speed Trailer	1D935ES6K1827275
2009	UT	ATV Trailer	5JWU121791023760
2009	SNOP	Snow Mobile	5FGE6121991040475
2015	Speed Trailer	All Traffic Tra	1B9AF5117FP625306
	JAIL		
2014	Cheverlot	Express Van	1GNSHCF45E1134234
2022	Ford	Explorer	1FM5K8AW6NNA07929
	UT		
2023	Rice	Flatbed Traile	4rebc2029ph045079
2022	Ford	F150SU	1FTEX1EPXNKF30906
	SNOWMOBILE		
2021	POLARIS	SNO-21	SN1CFF5B8MC340099
2021	POLARIS	SNO-21	SN1CFF5B0MC340100
	ATV		
2009	Yamaha	Rhino	5Y4AM18Y19A006879
	EMA		
2022	Ford	Exploier	1FMSK8DH0NGB82990
2006	A-OK	Trailer and Ha	SCBA MSA equip
2011	Mission EVOC	Trailer	5WFBE0815BW014153
2015	Stealth	Enc Trailer	5WFBE101XFW048970

PAUL H. MILLS
DARRELL WHITNEY, JR.

FOUNDED IN 1911
BY SUMNER P. MILLS

LAW OFFICE OF
MILLS AND MILLS
163 MAIN STREET
P.O. BOX 608
FARMINGTON, MAINE 04938-0608

TELEPHONE
207-778-3521
207-778-3522
FAX
207-778-0306
EMAIL
pmills@myfairpoint.net

January 17, 2025

Mr. Robert Carlton, Chair
Franklin County Commissioners
140 Main Street, Suite 3
Farmington, ME 04938

RE: Lease Agreement – 124 Main Street, Farmington, Maine

Dear Bob,

Craig Jordan has forwarded to me the letter of November 20, 2024 from Lance Harvell to him.

Because you are Lance's successor as Chair of the Board, we did want to respond to it by corresponding with you in your said capacity.

The proposal that Lance suggested in his letter of a month-to-month agreement after March 31, 2025 is not one to which Craig agrees.

Craig would entertain a one-year lease extension on terms to be negotiated, however.

Thank you.

Very truly yours

Paul H. Mills

PHM/ec
Enc.

cc: Craig A. Jordan



Franklin County, Maine

November 20, 2024

Craig Jordan
214 Fairbanks Road
Farmington, Maine 04938

RE: Lease Agreement – 124 Main Street, Farmington, Maine

Dear Mr. Jordan,

This letter is in regard to our Lease Agreement with you dated March 15, 2022 for the premises located at 124 Main Street, Farmington. With the anticipation of the new Emergency Operation Center being completed in the Spring of 2025, we are hereby giving written notice that we do not wish to extend the Lease Agreement set to expire March 31, 2025.

We would, however, request a month-to-month Agreement with the understanding that the premises will be vacant on or before August 31, 2025 with a 30 day prior written notice.

Sincerely,



Lance Harvell
Franklin County Commissioner Chair

LH/js

140 MAIN STREET, SUITE 3 · FARMINGTON, MAINE 04938 · (207) 778-6614

TERRY BRANN
District #1

LANCE HARVELL
District #2

BOB CARLTON
District #3

AMY BERNARD
County Administrator
ABernard@franklincountymaine.gov