

BYLAWS
OF
THE MAINE RECOVERY COUNCIL

ARTICLE I
GENERAL

Section 1.1. Name. The name of the entity is the MAINE RECOVERY COUNCIL

Section 1.2. Location of Council. The Maine Recovery Council (“the Council”) shall conduct its work throughout the state of Maine and its administration will be located within the Office of the Attorney General of Maine (“the Maine Attorney General’s Office”).

Section 1.3. Clerk. The Clerk of the Council will be an attorney or employee of the Maine Attorney General’s Office. The person designated as the Clerk may be changed from time to time by the Chair of the Council.

ARTICLE II
PURPOSES AND NONDISCRIMINATION

Section 2.1. General Purposes. The Council is organized pursuant to (i) the Maine State-Subdivision Memorandum of Understanding and Agreement Regarding Use of Settlement Funds, dated January 26, 2022, as amended on June 13, 2022 and as may be further amended from time to time (the “State-Subdivision MOU” or “MOU”), which was made part of Consent Judgments ordered by the Maine Superior Court in Kennebec County on June 14, 2022¹ and (ii) Public Law 2021, c. 661. The Council shall operate to direct the disbursement of funds allocated to the Maine Recovery Fund by court order or any other source for opioid abatement purposes on a statewide basis for the uses allowed in the State-Subdivision MOU.

Without limiting the generality of the foregoing purposes, the Council’s distribution of funds shall be structured to supplement, and not supplant, directly or indirectly, the activities of federal, state, and local governments, private foundations, public charities, or other entities. Such activities include but are not limited to providing funds for approved opioid abatement activities or services, facilitating collaboration and planning among the state, subdivisions, and stakeholders for any purpose related to

¹ The Consent Judgments were ordered entered in two cases, State of Maine v. McKesson Corporation, Cardinal Health, Inc., and AmerisourceBergen Corporation (Docket No. CV-22-113) and State of Maine v. Johnson & Johnson, Janssen Pharmaceuticals, Inc., Ortho-McNeil-Janssen Pharmaceuticals, Inc., and Janssen Pharmaceutica, Inc. (Docket No. CV-22-114).

opioid abatement, and collecting and sharing data, outcomes, strategies, and other relevant information related to abating the opioid crisis in Maine.

In furtherance of its stated purposes the Council shall seek opportunities to collaborate with non-governmental organizations or with governmental entities.

Section 2.2. Assessment of Needs. In order to determine the best use of the assets of the Maine Recovery Fund, the Council shall complete a statewide opioid abatement needs assessment no less frequently than every two (2) years, incorporating, where appropriate, existing assessments that were performed within the last two years. The Council shall consult with stakeholders and the public on the methodology, findings and conclusions of any needs assessment.

Section 2.3. Powers. The Council's powers and scope shall be controlled by the terms of the MOU and any Settlement or Consent Judgment entered by a court of competent jurisdiction which includes the MOU, and it shall not stray outside the bounds of the authority and power vested by the MOU and any such Settlement.

Section 2.4. Transparency and Public Information and Data. The Council shall operate with all reasonable transparency and in compliance with Maine's Freedom of Access Act, 1 M.R.S.A. §§ 401 et seq. ("FOAA"). The Council shall work to increase public access to and awareness of information and data about opioid abatement activities in Maine, including its own activities and that of other governmental organizations, private foundations, or nonprofit entities. The Council will do so by, among other actions, developing, maintaining, or improving a centralized public dashboard or public repository of expenditure data from any party that receives Recovery Funds, and may require outcome-related data from such parties. The Council will make every effort to use existing state resources for funding the public dashboard or repository.

Section 2.5. Dissolution. If the Council is dissolved or its legal existence terminated or upon final distribution of the Recovery Fund's assets, the Council shall provide prior notice of its final distribution and its plan of dissolution not less than 90 days prior to such distribution to the Maine Attorney General, the Maine Superior Court, and to the joint standing committee of the Maine Legislature having jurisdiction over appropriations and financial affairs and the joint standing committee of the Legislature having jurisdiction over health and human services matters. The Council shall make reasonable efforts to make available to the Attorney General its documents, files, and any public dashboard or repository of expenditure and outcomes data and information.

Section 2.6. Nondiscrimination. The Council shall not discriminate on the basis of age, race, religion, color, creed, sex, physical or mental disability, sexual orientation, or national origin: (i) in the persons served, or in the manner of service; or (ii) in any of its work; or (iii) in the hiring, assignment, promotion, salary determination, or other conditions of staff employment. Because the Council serves the public in part through making grants to other organizations, in order to ensure that the Council does not discriminate in the persons served or in the manner of service, the Council must ensure that recipients of grant funds maintain equivalent nondiscrimination policies and

practices, which must include policies establishing the recipient as an equal opportunity employer which does not discriminate on the basis of age, race, religion, color, creed, sex, physical or mental disability, sexual orientation, or national origin in the hiring, assignment, promotion, salary determination, or other conditions of staff employment.

ARTICLE III
COUNCIL MEMBERS

Section 3.1. Management by Council. The affairs of the Council shall be managed by its Council Members, which may exercise all powers of the Council and do all lawful acts and things necessary or appropriate to carry out the purposes of the Council.

Section 3.2. Council Members' Term of Office. Each Council Member shall serve for the term of office specified in the MOU by which such Council Member was appointed until their successor is duly appointed and is sworn in to office as a Council Member, unless they sooner resign.

Section 3.3. Vacancies. In the event of a vacancy the Clerk shall give written notice of the vacancy to the appointing authority of that Member as soon as reasonably practical.

Section 3.4. Resignation. Any Council Member may resign at any time by giving written notice to the Chair of the Council and to the Clerk. Such resignation shall take effect on the date of receipt or at any later time specified therein.

Section 3.5. Compensation. Council Members as such shall not receive any stated salaries for their services, but the reasonable expenses of attendance, if any may be allowed for attendance at each regular or special meeting of the Council or any of its committees.

ARTICLE IV
MEETINGS

Section 4.1. Annual Meeting. Except in the year 2023, the first meeting of the calendar year shall include electing officers of the Council, and the transaction of such other business as may come before the meeting. The first meeting each year (the "Annual Meeting") shall be held at such time and place as shall be designated by the Council; provided, however, that the Annual meeting shall be open to the public and shall be held at such time and in such a place that members of the public of the State of Maine may reasonably attend if they wish.

Section 4.2. Regular Meetings. The Council shall meet at least twice annually in a public place. Meetings of the Council may be held on such notice as complies with this section and Maine's FOAA and at such time and at such place as may from time to time be determined by the Council. All regular meetings of the Council shall be open to the public, and at least one meeting each year shall include a public forum through which the Council can receive input from stakeholders and the public.

Section 4.3. Special Meetings. Special meetings of the Council may be called by the Chair on their own motion or upon written request of a majority of the Council Members, and held not less than fourteen (14) nor more than thirty (30) days after such notice is given to each Council Member, either personally, by mail, by email, or by telephone. The Council shall provide prior notice of all special meetings in accordance with Maine's FOAA and these Bylaws. All special meetings of the Council shall be open to the public

Section 4.4. Waiver. Whenever under the provisions of applicable law, the MOU or these Bylaws notice is required to be given to any Council Member, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice. Attendance of a Council Member at any meeting shall constitute a waiver of notice of such meeting, except when a Council Member attends for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Council need be specified in the notice or waiver of notice of such meeting unless required by law or these Bylaws.

Section 4.5. Remote Meetings. The Council may hold a meeting by entirely or partially remote participation solely pursuant to the Remote Meeting Policy adopted by the Council in a public meeting in compliance with Maine's FOAA. Notice of such meetings shall be provided in the same manner as all other Council meetings.

Section 4.6 Notice of Meetings. Public notice shall be given of all meetings of 3 or more Council Members. Notice of all meetings shall be made in such a manner as to comply with Maine's FOAA, 1 M.R.S.A. § 400 et seq. Such notice shall be reasonably calculated to notify statewide i) members of the general public, ii) potential stakeholders in the Council's work, and iii) those who made timely requests to the Council for notice. Potential stakeholders shall include individuals with lived experience of opioid addiction, especially those within areas or populations which are underserved or disadvantaged by current opioid abatement services, as established by data and other information. Notice shall be given sufficiently in advance of all meetings to allow for public attendance at the meeting.

Section 4.7. Manner of Acting. the Council shall act by consensus. In the event consensus cannot be achieved, the Council shall make decisions by a three-fifths (3/5) vote of its members present in person or by remote method in compliance with the Remote Meeting Policy at any duly called and held meeting of the Council at which a quorum is present. Each Council Member shall have one (1) vote.

Section 4.8. Quorum. A majority of the Council Members shall constitute a quorum for the transaction of business. If a quorum is not present at any meeting of the Council Members, the Council Members present thereafter may adjourn the meeting from time to time, without notice other than announcement at the meeting, until a quorum shall be present. At such adjourned meeting at which a quorum shall be present, any business shall be transacted which might have been transacted at the meeting as originally notified.

Section 4.9. Conduct of Meeting; Record of Meetings. The Chair of the Council, or in their absence the Vice Chair, or in their absence the Treasurer, or in their absence the Secretary, or in their absence any Council Member chosen by the Members present, shall call meetings of the Council to order and shall act as the presiding officer for the meeting. The Secretary, or if they do not participate in the meeting, one of the Members designated by the Council participating in the meeting, shall be responsible for ensuring that a record of the meeting is kept and that such a record is made public upon approval of the record by the Council.

Section 4.10. Executive Sessions. Notwithstanding the requirements of this Article IV to conduct public meetings, the Council may meet in executive session to conduct business that the Council determines, by a public, recorded vote of at least three-fifths (3/5) of the Council Members present at any meeting, is appropriately conducted in executive session according to the guidelines below. The Council may conduct an executive session to discuss: (1) any matter that could be discussed in executive session under Maine's FOAA, 1 M.R.S.A. § 400 et seq.; and (2) any matter in which a person or entity other than the Council has a recognized privacy concern, including but not limited to: (a) discussions of grant proposals pending approval or rejection; and (b) personnel issues. Any motion to initiate an executive session shall be recorded in the minutes and shall indicate the precise nature of the business to be discussed in such executive session and include a citation to one or more sources of statutory or other authority that permits an executive session for that business. Any final vote on a matter discussed during executive session shall be taken after conclusion of the session, and shall be recorded in the minutes.

ARTICLE V OFFICERS

Section 5.1. Officers. The officers of the Council shall be a Chair, a Vice Chair, a Treasurer and a Secretary and such other officers as the Council may from time to time designate.

Section 5.2. Other Officers. The Council may appoint such other officers as it shall deem necessary. Such officers shall hold their offices until the next Annual Meeting and shall exercise such powers and perform such duties as shall be determined from time to time by the Council.

Section 5.3. Term of Officers. The officers of the Council shall hold office until the earlier of i) their successors shall have been elected by the Council; or ii) the effective date of such officer's resignation or removal. Any officer elected by the Council may be removed with or without cause at any time by an affirmative vote of three-fifths (3/5) of the Council. Any vacancy occurring in any office of the Council shall be filled by vote of the Council Members.

Section 5.4. Chair. The Chair of the Council shall be elected from among the Members of the Council and shall, when present, chair all meetings of the Council. They shall inform themselves concerning all affairs of the Council and see that the duties of the officers of the Council are properly discharged; that the Bylaws of the Council are

observed; and that all statements and reports by the Council itself required by law are made; and they shall assume such share in the management of the Council's business as the Council Members may determine. The Chair shall appoint such committees as they deem necessary, subject to the approval of the Council. The Chair shall perform all duties incident to the office of the Chair.

Section 5.5. Vice Chair. The Vice Chair shall be elected from among the Members of the Council. The Vice Chair shall perform such duties as are assigned to them by the Chair and the Council. In the absence of the Chair, the Vice Chair shall perform the duties of the office of Chair.

Section 5.6. Treasurer. The Treasurer shall be elected from among the members of the Council. The Treasurer shall render to the Chair and the Council at its regular meetings or when the Council Members shall require, an account of the Recovery Fund's financial transactions and of the financial condition of the Recovery Fund. The Treasurer shall chair the Finance Committee, assist in the preparation of the budget, and perform such other duties as from time to time may be assigned by the Council.

Section 5.7. Secretary. The Secretary shall be elected from among the members of the Council and shall record, or cause to be recorded, all of the Council's proceedings in a book kept for that purpose. They may give, or cause to be given, notice of all Council meetings and shall perform such other duties as may be prescribed by the Council or by the Chair. The Secretary may certify all votes, resolutions and actions of the Council. The Secretary shall in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Council.

ARTICLE VI COMMITTEES

Section 6.1. Committees. In addition to the standing committees described under this Article VI, the Council may establish such committees as it deems appropriate to assist and recommend in the management of the Council.

Section 6.2. Composition. Except as otherwise provided herein, committees shall consist of at least three (3) Council Members, one of whom shall be the chairperson of such committee. The Chair of the Council shall annually appoint the members of each committee, subject to the approval by the Council Members, unless the Council specifies by resolution an alternative method of naming members of the committees. In appointing committee members, the chair shall take into consideration the diverse interests represented in the Council.

Section 6.3. Executive Committee. The Executive Committee shall be comprised of the Chair, the Vice Chair, the Treasurer and the Secretary and such additional Council Members, up to three (3) in number, as determined by the Chair, with the approval of the Council. The Chair of the Council shall serve as the chairperson of the Executive Committee. The Executive Committee shall meet on the call of the Chair or at the request of any two (2) Members of the Executive Committee. The Executive Committee

shall have the authority of the Council for the management of the Council between meetings of the Council, except as it may be limited by the resolutions of the Council, and except that the Executive Committee shall have no authority to elect officers or to enter into any transaction or activity which it knows to be contrary to the wishes of the Council.

Section 6.4. Governance Committee. The Governance Committee shall be comprised of at least three (3) Council Members. The Governance Committee shall solicit from the Council, prepare and submit recommendations to the Council for election at the Annual Meeting a slate of nominees for officers of the Council. Such slate of nominees shall be submitted to the Council at least thirty (30) days prior to the date of the Annual Meeting of the Council.

Section 6.5. Finance Committee. The Finance Committee shall be comprised of the Treasurer of the Council, who shall serve as its chairperson, and such other Council Members and such other persons as the Chair may appoint, subject to the approval by the Council. The Finance Committee shall review the annual budget.

Section 6.6. Program/Grants Committee. The Program/Grants Committee shall monitor the administration of all program activities of the Council and shall provide recommendations to the Council Members with respect to grant-making activities.

Section 6.7. Other Committees. The Council Members, by resolution adopted by three-fifths (3/5) of the full Council, may designate and appoint one (1) or more committees for such terms and purposes as the Council deems appropriate. Each such committee shall only have such powers as specifically delegated to the committee by said resolution, and members of such committees shall be removed with or without cause whenever it is determined by the Council to be in the best interest of the Council.

Section 6.8. Terms of Committee Members. Unless another or different term is specified at the time of election or appointment to a committee, the election or appointment to any committee of the Council shall continue to the next following Annual Meeting of the Council.

ARTICLE VII CONFLICT OF INTEREST

Section 7.1. Conflicts of Interest; Policy and Obligations. The Council in this Article establishes a policy and obligations of its Members regarding conflicts of interest as follows:

- A. Because the Maine Recovery Council is intentionally comprised of individuals who are well informed by and deeply engaged in the issues and populations to be supported by its work; and
- B. Because the Recovery Council is required by Section III of the agreements titled i) Maine State-Subdivision Memorandum of Understanding and Agreement Regarding Use of Settlement Funds, originally dated January 26, 2022, and ii) Maine State-Subdivision Memorandum of Understanding and Agreement Regarding Use of Settlement Funds-2023, originally dated May 2, 2023, as each may be amended from

- time to time (the “MOUs”), to draft appropriate conflict of interest provisions and to operate with all reasonable transparency; and
- C. Because the MOUs provide that Council Members have the authority to direct the disbursement of the Maine Recovery Fund for recovery purposes on a statewide basis for the uses allowed by the MOUs;
 - D. The Council therefore establishes in this Article its policy to ensure that it does not create actual or perceived situations of conflict of interest for its Members.

Section 7.2. Conflicts of Interest; Financial Disclosure Statements.

- A. The following definitions apply to this Article:
 - 1. "Conflict of interest" means receiving a direct personal benefit from the activities of the Recovery Council or serving as an owner, employee, contractor, volunteer, or board member for an organization applying for support from the Council.
 - 2. "Participate in his or her official capacity" means to take part in reaching a decision or recommendation in a proceeding that is within the authority of the position the Council Member holds.
 - 3. "Proceeding" means a proceeding, application, request, determination, award, contract, or other matter relating to Council action or inaction.
- B. Each Member shall endeavor to avoid a conflict of interest as well as the appearance of a conflict of interest by disclosure and abstention. A Member shall disclose immediately to the Chair any conflict of interest and any potential conflict of interest within the meaning of this Article, including if previously disclosed in a financial disclosure statement pursuant to Section 7.3. A Member may disclose to the Chair any potential conflict of interest of another Council Member. Members must neither use nor appear to use their position for personal or professional gain or to promote the solicitations of their affiliated organizations. However, because situations of dual interest may occur due to the nature of the composition of the Council Members, every Member must be mindful of actual and potential conflicts of interest or the appearance thereof. Timely disclosure and candid discussions are critical to minimize the likelihood that a Member’s affiliation with other public, private or governmental organizations will be perceived as conflicting or promoting undue influence.
- C. When a potential conflict of interest of a Council Member or their spouse or dependent children has been identified, the Member involved shall answer any questions from the full Council Members concerning the nature of the potential conflict of interest, and shall disclose all material facts. After responding to any questions, (i) the Council Member involved may elect to self-recuse as described in this paragraph from any further Council activities regarding the potential conflict or (ii) the remaining Members of the full Council shall, by a vote, determine after disclosure whether a conflict of interest exists. If it is determined that there is a conflict of interest, the Council Member shall not be present during discussion about or voting on the grant, distribution, or contract, and shall not vote on the matter or be counted for the purposes of Section 4.7 of these Bylaws. The affected Council Member shall not exert personal influence to affect the Council’s decision, and shall not be counted in determining whether a quorum exists for the vote.
- D. A Member of the Council or a spouse or dependent child of the Member may not solicit or receive any direct personal benefit, including compensation, a gift, or

otherwise, from the activities of the Council, and when such solicitation or receipt has or would occur, the Council may not engage in such activities. In the event the Council determines a conflict of interest exists pursuant to subsection C herein, this section does not prohibit entities for which a Member or the Member's spouse or dependent child is an owner, employee, contractor, volunteer, or board member from participating in program activities with the Council if the Member abstains from voting on matters relating to the entity's participation including application to, consideration by, and the decision of, the Council to accept such participation in program activities.

- E. The Council is prohibited from entering into a contract with, making a distribution to, or expending Recovery Funds for the benefit of, any entity if a Member personally participates in his or her official capacity in any proceeding in which any of the following have a conflict of interest:
 - 1. The Member or their spouse or dependent children;
 - 2. The business partners of the Member;
 - 3. A person or organization with whom the Member is negotiating or has agreed to an arrangement concerning prospective employment;
 - 4. An organization in which the Member has a direct personal interest; or
 - 5. A person with whom the Member has been associated as a partner or a fellow shareholder in a professional service corporation pursuant to Title 13, chapter 22-A of Maine's Revised Statutes, during the preceding year.
- F. Upon investigation by the Executive Committee of the Council, excluding the affected Council Member, and a finding by the Executive Committee of a violation of subsection E of this Section 7.2, the Council shall immediately terminate any such grant, distribution, or contract and shall require the payee to return all unexpended payments from the Recovery Fund. The Council shall require all forms of grant, distribution, or contract to include explicit agreement by the payee that, upon a finding by the Council's Executive Committee of a violation of subsection E of this Section 7.2, the payee agrees the grant, distribution, or contract is cancelled and void and the payee further agrees to return immediately all unexpended payments from the Recovery Fund.
- G. All applications for grants or other distributions of Recovery Funds, and all proposals to provide services to the Council as a vendor or contractor, (the "applicants" and the "applications") shall identify, at the time of the application, all current or former Council Members, or vendors or contractors to the Council:
 - 1. to whom, or to the Member's, vendor's, or contractor's spouse or dependent child, the applicant currently provides a direct personal benefit; and
 - 2. to whom, or to the Member's, vendor's, or contractor's spouse or dependent child, the applicant provided a direct personal benefit in the prior 12 months.For each current or former Council Member identified, the application shall describe the specific benefits provided.
- H. In meetings for which minutes or summaries are produced, whenever a potential conflict of interest is disclosed, discussed, considered, or acted upon, the minutes/summary of the meeting shall thoroughly document all actions taken with respect to any declared conflict. The minutes/summary should document the name of the Member who disclosed the conflict, the nature of the conflict, that the affected

individual absented themselves from the meeting for any vote or decision, and all relevant discussion and actions that occur in that individual's absence.

- I. The Council shall ensure that all contracts with vendors or contractors to provide services to the Council include provisions to avoid and remedy conflicts of interest between the Council's work and the vendor or contractor, which provisions shall include disclosure and recusal requirements designed to meet the objectives of this Article.

Section 7.3. Conflicts of Interest; Financial Disclosure Statements.

- A. Each Council Member shall annually submit to the Chair or the Chair's designee a financial disclosure statement in the form used by the Commission on Governmental Ethics and Election Practices for reporting as required by 5 M.R.S.A. § 19. If a Member is required by 5 M.R.S.A. § 19 to file a statement to the Commission on Governmental Ethics and Election Practices, that statement as filed, including any updated filing, shall be submitted to the Chair to satisfy the requirement of this subsection A. The Council may take into consideration any rules adopted or amended pursuant to 5 M.R.S.A. § 19 (5).
- B. Each Council Member shall submit an initial statement within the sooner of 30 days of initial appointment to the Council or prior to being sworn in as a Council Member. Otherwise, each Member shall submit the annual statement at any time after January 1 and no later than April 16th of each year unless that Member has submitted an initial or updating statement during the preceding 30 days. The Council may align the submission deadline with any date proscribed by 5 M.R.S.A. § 19 for filing such statements with the Commission on Governmental Ethics and Election Practices provided, however, that i) such submission deadline shall be no later than the day following the deadline for filing with the Commission, and ii) the Council must require submission of the financial disclosure statement annually.
- C. A Council Member shall submit an updated statement concerning the current calendar year if the income, reportable liabilities or positions of the Member or an immediate family member, excluding dependent children, substantially change from those disclosed in the Member's most recent statement. Substantial changes include, but are not limited to, a new employer that has paid the Member or immediate family member, excluding dependent children, \$2,000 or more during the current year, another source that has provided the Member with income that totals \$2,000 or more during the current year or the acceptance of a new position with a for-profit or nonprofit firm that is reportable under 5 M.R.S.A. § 19(2)(Q). The Member shall submit the updated statement within 30 days of the substantial change in income, reportable liabilities or positions.
- D. A Council Member who has not complied with this Article may neither vote on any matter before the Council nor be counted for purposes of establishing a quorum.
- E. A Council Member whose membership on the Council has terminated shall submit a statement of finances as described in subsection A relating to the final calendar year of the membership within 45 days following the termination of membership.
- F. As is the case for financial statements filed pursuant to 5 M.R.S.A. § 19, statements submitted under this Article are public records. For so long as financial statements are required by 5 M.R.S.A. § 19 to be placed on a publicly accessible website, the financial statements of Council Members shall be available upon request from the

Office of the Attorney General. The Council may, in the alternative, work with the Commission on Governmental Ethics and Election Practices to arrange for financial statements to be available on the same website on which the Commission makes available statements filed pursuant to 5 M.R.S.A. § 19. If a Council Member fails to submit a financial statement by any deadline herein, such failure shall be identified on any such website until such time as the Council Member submits the financial statement.

ARTICLE VIII
MISCELLANEOUS

Section 8.1. Amendments. Except as otherwise provided herein, these Bylaws may be amended or repealed or new Bylaws adopted by the Council at a meeting or special meeting, upon receiving the favorable vote of three-fifths (3/5) of the Members then in office; provided that the notice of the meeting and of the substance of the proposed change to the Bylaws is given in accordance with the procedures and time requirements specified in these Bylaws; and further provided that the Bylaws may not be amended in such a way as to cause the Council to violate state law or the terms of any Memorandum of Understanding which governs the Council and its work, or any legal settlement or court order, including in any bankruptcy proceeding, which applies to any portion of the Maine Recovery Fund.

Section 8.2. Notice. Whenever, under the provisions of any statutes or these Bylaws, notice is required to be given to any Council Member or to the Maine Attorney General, such notice must be given in writing by personal delivery, by mail or other delivery service such as Federal Express, by email, or by telephone, addressed to such Member or to the Attorney General as the case may be, at their address or email address as it appears on the records of the Council, with postage or other delivery fees prepaid, or at their telephone number as it appears on the records of the Council. Notice by mail shall be deemed to be given at the time it is deposited in the United States Mail.

Section 8.3 Council Communications. Pursuant to Section 2.4 of these Bylaws, Council Members shall comply with FOAA in their communications regarding the business or affairs of the Council or the Maine Recovery Fund. Unless the Council members are provided with state email addresses for their term in office, Council Members shall endeavor to copy all such email communications to the Council's official email address, info.recoverycouncil@maine.gov or subsequent email address. Otherwise, Council Members shall use their official state email for such email communications.

Section 8.4 Public Access to Information. Pursuant to Section 2.4 of these Bylaws, except as made confidential by law, the Council shall make all records in the Council's possession or in the possession of the Office of the Attorney General available to the public for inspection and copying. The Council or the Office of the Attorney General shall keep confidential only those records that are confidential pursuant to FOAA, 1 M.R.S.A § 400 et seq. At reasonable times and locations, the Council or the Office of the Attorney General shall provide facilities for the inspection of public records. The Office of the Attorney General may charge reasonable fees to cover the costs of copying and fees to cover the actual cost of searching for, retrieving, and compiling requested public records. Payment must be made to

Maine Recovery Council Bylaws as of September 14, 2023

the Maine Recovery Fund and must be paid prior to the Council or the Office of the Attorney General releasing the copies, unless the Office of the Attorney General elects to bill the person requesting the copies.

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I certify that the foregoing Bylaws of Maine Recovery Council were approved and adopted for the Council by its Members by a vote of the Members on September 14, 2023, and that they are currently in effect.



Elizabeth Fitzgerald
Secretary, Maine Recovery Council

Date: 12-14-23

ADULT DRUG TREATMENT COURT APPLICATION

Completion of this application is required by Judicial Branch Administrative Order MJB 16-01. Upon completion, submit to the Maine Coordinator of Specialty Dockets and Grants.

I. AROOSTOOK COUNTY ADULT TREATMENT & RECOVERY COURT

Planning Committee Members:

Name	Organization	Contact Information
Todd Collins	District Attorney, Pros. Dist. 8	todd@aroostook.me.us 498-2557
Toby Jandreau	Maine Commission on Indigent Legal Services (MCILS)	Toby.jandreau@maine.gov
Robert LaPlante	DOC-Adult Comm Corrections	Robert.laplante@maine.gov
Adam Pinette	DOC- Adult Comm Corrections	Adam.pinette@maine.gov
Elizabeth Simoni, J.D.	Director, Maine Pretrial Services	elizabeth.simoni@mainepretrial.org
Darcy Wilcox	Maine Pretrial Services	darcy.wilcox@mainepretrial.org
Clement Deveau, LCSW	Aroostook Mental Health Services	cdeveau@amhc.org
Julia Macek, LCSW	Aroostook Mental Health Services	jmacek@amhc.org
Michelle Ferris	Aroostook Mental Health Services	mferris@amhc.org
Peter Johnson	Aroostook County Sheriff's Office	Peter.johnson@aroostook.me.us
Craig Clossey	Aroostook County Jail (Houlton)	Craig.clossey@aroostook.me.us
Brian Harris	Lt., Maine State Police Troop F	Brian.harris@maine.gov
Michael Gahagan	Caribou Police Department	michael.gahagan@cariboumaine.org
Robert Porter, LADC, MHRT-C	Office of Behavioral Health, Dept of Health & Human Services	Robert.porter@maine.gov
Bruce Noddin	Maine Prisoner Re-entry Network	bruce@re-entrymaine.org
Shanna Morrison	Aroostook County Jail	Shanna.morrison@aroostook.me.us
Brandy Fuller	Aroostook County Community Correction Program	brandy.fuller@aroostook.me.us
Ryan Pelletier	Aroostook County	Ryan.pelletier@aroostook.me.us

Other Likely Partners Moving Forward

Name	Organization
Amanda Doherty	AOC-MJB
Todd Crawford	AOC-MJB
Gordon Smith, Esq.	Director, Maine Opioid Response
Carolyn Russo	Senator President Jackson's Office
Heather Ricker-Morris	Veterans Administration, Veteran Justice Outreach

II. Description of the specialty docket’s mission, goals, and measurable objectives

1. Mission:

The Aroostook County Treatment & Recovery Court (ACTRC) development committee was formed in May 2023 in response to the District Attorney’s request to begin a drug treatment & recovery court. The Adult Treatment and Recovery Courts (TRC) are specialty court programs designed to address substance use disorder (SUD) and reduce recidivism of adults in the criminal justice system, ultimately improving our communities and saving lives. The program follows national Best Practices Standards based on evidence-based practices, ongoing research, and years of successful experience as also referenced in NADCP guidelines (National Association of Drug Court Professionals). The TRC program provides a court-supervised recovery program utilizing a comprehensive multi-disciplinary team for participants with SUD and / or co-occurring SUD and MH and who are at substantial risk for reoffending or failing to complete a less intensive disposition, such as standard probation or pretrial supervision. By addressing their high risk and high needs, the TRC provides participants with the opportunity to become productive members of the community while increasing public safety and reducing crime and recidivism in a cost-efficient manner. A state supported Peer Recovery Support (PRS) program is part of the ACTRC program and proposal. Including a Peer Supervisor who is part of the multidisciplinary team. Included in the PRS program are at least 2 trained Peer Recovery Support Specialists, whom act as peers for up to 15 court participants each.

2. Goals:

- Reduce alcohol and drug use dependency as well as any co-occurring symptoms among participants.
- Enhance community safety by reducing recidivism.
- Increase personal, familial and societal accountability of participants.
- Develop in participants the necessary personal, familial, and societal assets and skills to become productive citizens through employment, positive community activities, and healthy and safe family relationships.

3. Measurable Objectives

- Time from referral to intake
- Time from intake to Admission
- Completion rates
- Post admission recidivism rates
- Improved treatment retention
- Recovery Capital
- Improved public safety
- Associated cost savings / cost avoidance

III. Explain whether best practices and evidence-based practices will be utilized and how fidelity to best practices will be assured.

Best practice standards and evidence-based practices will be utilized. Since 2013, NADCP has raised the bar. Effective drug courts must adhere to the national best practice standards and key components (see National Association of Drug Court Professionals ((NADCP) 2015, Standards Volumes 1 and 2.as well as NADCP Ten Key Components). Evidence based practices, which incorporate current research, will be utilized in planning, design, and implementation. The Best Practice Standards were designed specifically for ADTCs and reflect practices that significantly improve outcomes for ADTC participants. Applicants anticipate the revisions to the national standards in late 2023, and a careful review will be made to assure adherence to any revised standards.

The Best Practice Standards (NADCP 2013; 2015; 2023):

1. **Target Population:** “Eligibility and exclusion criteria for treatment court are predicated on empirical evidence indicating which individuals can be served safely and effectively. Candidates are evaluated expeditiously for admission using valid and culturally equitable assessment tools and procedures.”
2. **Historically Disadvantaged Groups:** “All persons meeting evidence-based eligibility criteria for treatment court receive the same opportunity to participate and succeed in the program regardless of their sociodemographic characteristics or sociocultural identity, including but not limited to their race, ethnicity, sex, gender identity, sexual orientation, age, socioeconomic status, national origin, native language, religion, cultural practices, and physical, medical, or other conditions. The treatment court team continually monitors program operations for evidence of cultural disparities in program access, service provision, or outcomes, takes corrective measures to eliminate identified disparities, and evaluates the effects of the corrective measures.”
3. **Roles and Responsibilities of the Judge:** “The treatment court judge stays abreast of current law and research on best practices in treatment courts and carefully considers the professional observations and recommendations of other team members when developing and implementing program policies and procedures. The judge develops a collaborative working alliance with participants to support their recovery while holding them accountable for abiding by program conditions and attending treatment and other indicated services.”
4. **Incentives, Sanctions, and Service Adjustments:** “The treatment court applies evidence-based and procedurally fair behavior modification practices that are proven to be safe and effective for high-risk and high-need persons. Incentives and sanctions are delivered to enhance adherence to program goals and conditions that participants can achieve and sustain for a reasonable time, whereas service adjustments are delivered to help participants achieve goals that are too difficult for them to accomplish currently. Decisions relating to setting program goals and choosing safe and effective responses are based on input from qualified treatment professionals, social service providers, supervision officers, and other team members with pertinent knowledge and experience.”
5. **Substance Use, Mental Health, and Trauma Treatment and Recovery Management:** “Participants receive evidence-based treatment for substance use, mental health, trauma, and

Application for Maine Specialty Docket

co-occurring disorders from qualified treatment professionals that is acceptable to the participants and sufficient to meet their validly assessed treatment needs. Recovery management interventions that connect participants with recovery support services and peer recovery networks in their community are core components of the treatment court regimen and are delivered when participants are motivated for and prepared to benefit from the interventions.”

6. **Complementary Services and Recovery Capital**: “Participants receive desired evidence-based services from qualified treatment, public health, social service, or rehabilitation professionals that safeguard their health and welfare, help them to achieve their chosen life goals, sustain indefinite recovery, and enhance their quality of life. Trained evaluators assess participants’ skills, resources, and other recovery capital, and work collaboratively with them in deciding what complementary services are needed to help them remain safe and healthy, reach their achievable goals, and optimize their long-term adaptive functioning.”
7. **Drug and Alcohol Testing**: “Drug and alcohol testing provides an accurate, timely, and comprehensive assessment of unauthorized substance use throughout participants’ enrollment in the Drug Court.”
8. **Multidisciplinary Teams**: “A dedicated multidisciplinary team of professionals manages the day-to-day operations of the Drug Court, including reviewing participant progress during pre-court staff meetings and status hearings, contributing observations and recommendations within team members’ respective areas of expertise, and delivering or overseeing the delivery of legal, treatment and supervision services.”
9. **Census and Caseloads**: “The Drug Court serves as many eligible individuals as practicable while maintaining continuous fidelity to best practice standards.”
10. **Monitoring and Evaluation**: The Drug Court routinely monitors its adherence to best practice standards and employs scientifically valid and reliable procedures to evaluate its effectiveness.”

Best Practice Standards, Vol. 1, 2nd Ed. and Vol 2, All Rise, 2015, 2023)

Treatment Provider

Treatment provider licensing expectations:

1. The identified treatment agency will be licensed in the State of Maine to provide substance use disorder treatment. Ideally the treatment agency will be dually licensed as a Substance Use and Mental Health treatment provider.
2. Clinical staff providing services will be minimally licensed a CADC (Certified Alcohol Drug Counselor), ideally at the LADC (Licensed Alcohol Drug Counselor) level or independently licensed master level therapist in the State of Maine. Co-occurring mental health providers will be licensed as a mental health therapist in the State of Maine.

Treatment provider evidence based best practice:

Application for Maine Specialty Docket

Treatment provider will utilize evidence-based treatment programs that are approved/supported by All Rise (formerly known as the National Association of Drug Court Professionals (NADCP)). All Rise/NADCP best practice standards link: <https://allrise.org/publications/adult-drug-court-best-practice-standards/>

Such programs include: Moral Reconciliation Therapy (MRT), Reasoning and Rehabilitation (R&R), Thinking for a Change (T4C), Relapse Prevention Therapy (RPT), the Matrix Intensive Outpatient Model and Medication Assisted Treatment (MAT).

Treatment providers, case management and ACTRC team members will coordinate with SUD services that cover the continuum of care in Aroostook County, which includes some of following:

- Peer Recovery
- Self Help support groups
- Recovery coaching
- OPTIONS services
- Treatment and recovery services for co-occurring mental health
- Treatment and recovery services for affected others
- Community crisis services
- MAT/MOUD services
- Withdrawal management
- Crisis residential
- Community SUD Residential
- Recovery Housing

Peer Recovery Support Supervisor / Specialist

PRSP (Supervisor)

Duties

- Attends and participates in treatment court staffing and court sessions.
- Works directly with the multi-disciplinary team members to provide perspective and insight of persons in recovery, community resources, and creative recovery options.
- Monitors and supports the performance and activities of peer recovery support specialists in their roles and responsibilities with court participants.
- Convenes weekly supervisory meetings for all Peer Recovery Support Specialists providing peer recovery support for court participants.
- Acts as the confidential liaison between the peer program staff and the multi-disciplinary team

Application for Maine Specialty Docket

Required Knowledge, Skills, and Abilities

- Certification as a Certified Intentional Peer Support Specialist, completion of CCAR Recovery Coach training, and completion of R4R-Ready for Reentry training
- Personal experience in recovery is required; two years of sustained recovery is required.
- Excellent interpersonal and communications skills, both written and verbal.
- Experience building relationships with multiple constituencies.
- Self-motivated and persistent.

Qualifications

- At least 18 years of age.
- Certification as a Certified Intentional Peer Support Specialist, completion of CCAR Recovery Coach training, and completion of R4R-Ready for Reentry training

Peer Recovery Support Specialist

Qualifications

- At least 18 years of age
- One year of sustained recovery.
- Certification as a Certified Intentional Peer Support Specialist, completion of CCAR Recovery Coach training, and completion of R4R-Ready for Reentry training

Validated Risk Assessment Process

The **LSI-R™** assessment is a quantitative survey of offender attributes and offender situations relevant for making decisions about levels of supervision and treatment. The instrument's applications include assisting in the allocation of resources, helping to make probation and placement decisions, making appropriate security level classifications, and assessing treatment progress. The 54 LSI-R items are based on legal requirements and include relevant factors for making decisions about risk level and treatment. Probation officers, parole officers, and correctional workers at jails, detention facilities, and correctional facilities complete the semi-structured interview with offenders. They then use the interview together with collateral information to complete a QuikScore™ form. The results are converted to cumulative frequencies on a ColorPlot™ Profile. Users have the option of profiling the Total LSI-R score against the Canadian norms or the U.S. norms.

LSI-R scores are proven to help predict parole outcome, success in correctional halfway houses, institutional misconduct, and recidivism. This predictive validity is partly a result of the method of its construction. The item content was developed to reflect three primary sources: recidivism literature, the professional opinions of probation officers, and the social learning perspective of social behavior. Scores can then be used in conjunction with professional judgment to arrive at valid placement decisions. An 8-item screening version (LSI-R:SV) is also available from MHS.

Describe how fidelity to best practices will be assured.

Fidelity to best practices will be assured by the following:

1. Role specific training for each team member and/or discipline. This role specific training can be completed online through the NDCI website
2. The team can use an admissions checklist as a means to create a workflow structure, which can assist with fidelity and adherence to best practice standards.
3. The team will utilize the “All Rise (formerly NADCP) checklist for sanctions and incentives.
4. Case management will collect the data and produce regular progress reports for the court team. Case management will collect the data for the forms.
5. Team will review and utilize the Maine Treatment Recovery Court Policy and Procedures Manual.
6. Team will assure all potential participants receive a legal, case management, and treatment screening to determine eligibility.
7. Team will assure that each potential participant receives a copy of the Maine Treatment Court Participant Handbook.
8. Team will assure that an approved phase system is utilized for each participant.
9. Team will assure court will occur no less than every two weeks.
10. Team will assure that drug and alcohol testing occurs randomly, frequently, and is observed.

The treatment court team will request periodic fidelity review and training on identified problematic areas of court operation or team function. A fidelity review will be conducted by someone external from the treatment court team, but who is experienced in the best practice standards.

The statewide Coordinator also observes and evaluates ADTCs for statewide consistency and fidelity purposes. The Coordinator assists the treatment court teams with best practices questions and acts as a liaison to the national All Rise trainers and advisors.

IV. Description of plan for launching the specialty docket and informing potential clients, lawyers, community members, and treatment providers of its availability

The Aroostook County Treatment Recovery Court (ACTRC) Planning Committee will write a press release about the launch of ACTRC and send it to the following relevant entities:

1. Local Media: Bangor Daily News, WAGM, and local radio stations
2. ACTRC Planning Committee Member Organizations Staff to post on: Websites, social media and newsletters
3. Gordon Smith, Esq., Director, Maine Opioid Response
4. Maine Commission on Indigent Legal Services (MCILS)
5. Commissioner, Department of Corrections
6. Commissioner, Maine Public Safety
7. Maine Attorney General
8. Aroostook County Sheriff's Office & Jail
9. Aroostook County Bar Association
10. Association of Criminal Defense Attorneys (MACDL)
11. Maine Prosecutors Association (MPA)
12. Maine Drug Enforcement Agency (MDEA)
13. Department of Health & Human Services (DHHS)
14. SAMHS treatment providers, DHHS
15. Local Law Enforcement Agencies
16. Other relevant referral or service organizations in the community
17. Faith community leaders
18. Aroostook Recovery Center of Hope, Houlton (ARCH)
19. Roads to Recovery, Caribou
20. Aroostook Mental Health Services, Inc. (AMHC)
21. Maine Chamber of Commerce

Items to be included in announcement to make community aware of Aroostook TRC:

- Launch date
- How to make referrals
- Eligibility
- Court will adhere to Maine Judicial Branch's Adult Drug Treatment Court Policy and Procedures

Video conferenced informational public forum

V. Types of training(s) needed prior to implementation

The ACTRC team will be made up with a Judge, Case Manager, Treatment Provider, Probation Officer, Prosecutor and Defense Attorney. The ACTRC team will begin participation in the free online All Rise Essential Elements before launch. They will complete this training within the first six months from announcement of approval and funding of ACTRC.

Before launch, the ACTRC team will participate in 2 four-hour meetings or full-day meeting for the group to discuss, understand and manage the implementation of the following elements as outlined in the Maine Judicial Branch's TRC Policy and work through the operations and roles of the team members and how to seamlessly cover the services:

- a. Referral Process
 - b. Risk Assessment
 - a. LSI-R
 - b. TCU-V
 - c. AC-OK
 - d. ODARA
 - c. Eligibility Criteria
 - d. Admissions process
 - e. Use of Up-Front Incarceration
 - f. Confidentiality
 - g. Proximal and Distal Goal Setting
 - h. Graduated Sanctions
 - i. Data Collection and Review
 - j. Weekly Reports
 - k. Weekly Communication
 - l. When to Arrest vs When to Sanction
 - m. Drug Testing
 - n. On-Site Collection vs Laboratory Results
 - o. Ancillary Service Utilization
 - p. Phase System
 - q. Phase Advancement/Demotion
 - r. Completion vs Termination
-

VI. Description of continuing training members of team will require to stay current and effective as well as the plan to implement and fund this training

The ACTRC team will complete free online All Rise webinars training every 18 months or upon start for new staff on the team, including the New Staff Member Training Guide. The staff time to participate will be sought from Maine Department of Health & Human Services, Maine Judicial Branch, and Maine Department of Corrections for relevant staff.

The assigned judge will participate in an annual judicial training as a part of the Maine Judicial Branch budget.

The ACTRC will seek funding for all team members to attend All Rise's (formerly NADCP) and/or the New England Association of Recovery Court Professionals (NEARCP) annual conference and training institutes.

Best practices for training were identified from the Hornby and Zeller 2011-2015 Evaluation of ADTC and the Public Consulting Group (PCG) December 2020 independent evaluation. The following recommendations are made for training based on the research findings:

1. Provide specialized judicial training to ensure consistency across ADTC locations regarding judicial interactions with participants.
2. Alternatives to Incarceration.
3. Training on local recovery housing and housing resources for treatment court participants.
4. Provide funding for and require all team members attend yearly mandated trainings in accordance with the All Rise Best Practice Standards.
5. Create a multidisciplinary strategic plan for Maine's Adult Drug Treatment Courts.

VII. Description of the plan for evaluating the specialty docket, including how often evaluations will occur, who will conduct them, and how they will be funded

Monitoring and evaluation measure of effectiveness and progress towards program goals. (Key Component #8). Data will be collected and maintained by the drug court team. The currently funded system provides for this data collection (see AIMS/AutoMon web-based case management information system).

Self evaluation. The ACTRC will periodically review data reports evaluate operational effectiveness.

Independent evaluation. Items to consider for independent evaluation:

- a. Completion rates.
- b. A minimum of an eighteen-month follow-up period for recidivism study.
- c. Include only those who were either referred and not admitted (the comparison group) or were admitted (the experimental group) between time periods to be specified.
- d. Matched the two groups by location and gender.
- e. Examine any subset of ADTC participants who were admitted and discharged between specified dates.
- f. Measure post admission recidivism rates, counted as a new conviction(s) received.
- g. Examine consistency of judicial interactions.
- h. Examine consistency and effectiveness of jail sanctions.
- i. Examine adherence to the Drug Court National Standards.

Evaluation will also ensure that the court has adhered to the Best Practice Standards promulgated by Standards Volume 1 (2nd Ed.) and 2, All Rise, 2015, 2023.

Additional evaluation considerations:

The second component to the evaluation is an outcome evaluation that addresses the following questions. Case management currently collects this data and will continue to as long as the data collection is included in the current approved funding model.

1. What percentage of ACTRC participants successfully completed the program? Include demographic comparison data points.
2. Do ACTRC participants have a lower rate of new criminal convictions than a matched comparison group made up of people who went through the traditional adjudication process?
3. Do Maine's ADTCs save money when compared to the traditional adjudication process?

Criminal recidivism: Recidivism is measured as a new conviction that was incurred for an offense committed after the date of the admission decision. An experimental group consists of all

Application for Maine Specialty Docket

participants who were referred and discharged from the drug courts, whether through graduation or expulsion, during the grant period. A comparison group represents a sample of persons in the same counties who were referred to the drug courts but were not admitted during the same time frame. The two groups need to be further matched by gender to draw a comparison sample similar in size and composition to the experimental group.

AIMS/AutoMon data can be used to identify the comparison and experimental groups based on admission status, gender, and referral, admission, and discharge dates. Additional experimental group data gathered from AIMS/AutoMon can include the “successful” sentence an ADTC participant received if he or she graduated, and the “unsuccessful” sentence an ADTC participant received if he or she was expelled. Typically, the unsuccessful sentence is the sentence they would have received if they had not been referred to drug court. Recidivism data needs to come from the Maine Judicial Information System (MEJIS), which is maintained by the Maine Judicial Branch as the repository for all information regarding all court cases. Judges and other judicial branch employees have access to this system and the evaluators should receive an extract of the database to determine recidivism rates within the State for drug court participants and the matched comparison group.

ACTRC group will seek Maine Judicial Branch assistance in evaluating MEJIS data every three to five years to assess long-term success of the program.

VIII. Explain anticipated impact on other court operations:

The time for the judge and additional court staff are described in the budget notes. The staff and time have already been allotted and assigned by the Maine Judicial Branch. The District and Superior Courts in Aroostook have ample space and security available to manage ACTRC.

Application for Maine Specialty Docket

IX. Financial Cost Estimate and Commitment (annual estimates)

Service	Expense	Revenue Source	Is Funder Aware and Supportive
Treatment¹			
1. Counselor	\$ 150,000	Maine DHHS SAMHS / AMHC	Yes
2. Non-billable time: Attending Court and pre-meetings			
Peer Recovery Support²	82,000	MERN – Maine Re-Entry Network	Yes
Adult Probation³	0	Maine Dept of Corrections	Yes
Judiciary⁴			
A. Judge	22,656	Judicial Branch	Yes
B. Clerk	6,305		
C. Marshall	3,224		
Incentives for Participants⁵	15,500	<u>DHHS SAMHS</u> <u>and</u> <u>Judicial Branch</u>	Yes (dependent upon RFP) Yes
Training⁶			
Foundational Training	36,760	MJB, MDOC, Aroostook County, AMHC, and Maine DHHS SAMHS	Yes - all
ALL RISE Conference			
NEARCP Conference			
Case Management⁷	215,920	Maine DHHS SAMHS	Yes
Case Managers			
Prosecutor			
District Attorney’s Office: 1 full-time position	140,500	District 8, Aroostook County	Through legislation / budget process
Law Enforcement⁸	28,918	Aroostook Cty S.O.	Yes
Defense Attorney⁹	39,000	MCILS	Yes

GRAND TOTAL \$ 740,783

Application for Maine Specialty Docket

Budget Notes

1. Treatment Providers

Based on experience of treatment court operation and including high-level initial training on evidence-based treatment interventions, national training and ramp up of clients for billing 3rd party over time.

Without seeing current RFP for this service, treatment was estimated using an anticipated 2024 treatment budget for a 25 person ACTRC. Includes counselor to participate in and conduct treatment.

2. Peer Recovery Support

(1st year startup cost estimate provided by Maine Re-Entry Network)

Line Item	Amount	Notes
Program Manager	\$ 24,000.00	pt manager salary supporting multiple areas
Peer Support Specialists	34,000.00	2 pt supports @ 17k/year each
Executive Travel	3,500.00	4 trips up from augusta/overnights
Staff Travel	1,000.00	local peer travel
Supportive Services	2,000.00	phones (x6) and cards (x24) for participants
Equipment	2,700.00	laptops and phones for staff
Tech Services	1,300.00	database, ms office, phone licensing
FICA	5,249.00	taxes, ui, etc
Indirect Costs	7,374.90	
TOTAL	81,123.90	

3. Adult Probation, MDOC

MDOC indicates that they are committed to the ACTRC to a limited capacity depending on caseloads and Department resources, but any costs will be entirely born by the MDOC.

4. Judicial

A. Judge or Justice

- 1) \$ 150,000: Assumes average Judge’s annual base salary
- 2) 6.0 hours: Estimated average weekly hour exclusively for treatment court
- 3) \$ 22,656: Total annual cost for judicial time
 - 15%: Percentage of one work week: 6-hrs / 40 hrs/wk = 15%
 - \$ 435.70: Weekly labor cost: [(\$150,000/52-weeks) x 15%] = \$435.70
 - Annual cost: \$150,000 x 15% = \$ 22,656

B. Judicial Clerk

- a. \$ 15.00/hour: Assumed average base hourly rate for associate clerk
- b. 8.1 hours/week: Average time expended weekly
- c. \$ 6,305: Total annual cost for clerk
 - Weekly labor cost (\$15/hr x 8.1-hrs/wk) = \$ 121.25
 - Total annual cost: \$121.25/wk x 52-wks = \$ 6,305

Application for Maine Specialty Docket

C. Judicial Marshall

- a. \$ 15.00/hour: Assumed average base hourly rate
- b. 4.1 hours/week: Average time expended weekly
- c. \$ 3,224: Total annual cost for clerk
Weekly labor cost (\$15/hr x 4.1-hrs/wk) = \$ 62.00
Total annual cost: \$ 62/wk x 52-wks = \$ 3,224

5. Incentives - for participants average \$15,450 per year

- 1) Graduation Coins: \$ 1,000
- 2) Small incentive items: 1,450
- 3) Certificates and frames: 1,000
- 4) Gift Cards (gas, food): 12,000

6. Training

A. In-State Training Foundational Training;

(Assume 10 attendees for 2 days in Caribou, Maine)

Trainers provided at no cost by All Rise

- Transportation (Auto) \$ 250
- Per diem: Lodging \$ 2,140
- Per diem: Meals & Incidentals \$1180

Subtotal \$ 3,570

B. Annual All Rise Conference:

(Assume 8 attendees for 4 days)

- Transportation (Air) \$6,400
- Transportation (Auto) \$696
- Per diem: Lodging \$5,856
- Per diem: Meals & Incidentals \$2,664
- Event Fees \$6,840

Subtotal \$ 22,456

C. Annual Conference of New England Assn of Recovery Court Professionals (NEARCP)

(Ten attendees for 3 days in Massachusetts)

- Transportation (Auto) \$902
- Per diem: Lodging \$4,222
- Per diem: Meals & Incidentals \$1,360
- Event Fees \$4,250

Subtotal \$ 10,733

Total for Training first year: \$ 36,760

7. Case Management- case management, supervision, and drug testing

Application for Maine Specialty Docket

8. Law enforcement Officer

Includes time to attend staffing sessions, treatment court, and to conduct home checks and investigator time, including home checks with case manager

9. Defense Counsel

- 1) \$ 150.00/hour: hourly rate currently approved by MCILS
- 2) 5 hours/week: Average time expended weekly.
- 3) Weekly labor cost (\$150/hr x 5-hrs/wk) = \$750
- 4) Total annual cost: \$750/wk x 52-wks = \$ 39,000

From: Ryan D. Pelletier <ryan@aroostook.me.us>
Sent: Monday, July 8, 2024 8:22 AM
To: Jennifer Olson <jennifer.olson@wagmtv.com>
Cc: Tammy Pelletier <tammy.pelletier@aroostook.me.us>
Subject: RE: Opioid Settlement

Hi Jennifer thanks for the follow up. The Task Force is holding there second meeting next week and I will add this to the agenda for a discussion with them.

Ryan D. Pelletier, County Administrator
County of Aroostook
144 Sweden Street, Suite 101
Caribou, ME 04736

(P) 207-493-3318
(C) 207-551-0411

ryan@aroostook.me.us

From: Jennifer Olson <jennifer.olson@wagmtv.com>
Sent: Monday, July 8, 2024 7:16 AM
To: Ryan D. Pelletier <ryan@aroostook.me.us>
Cc: Jennifer Olson <jennifer.olson@wagmtv.com>
Subject: Opioid Settlement

Hi Ryan,

Hope all is well and you had an awesome holiday weekend. I'm checking back in regarding message below. How are things progressing with planning for the opioid settlement? Is there anything I can do to help? Do you have any plans for marketing or messaging? Please let me know what's up and what I can do to help. Thanks a bunch!

Jen

Jennifer Olson

Media Executive

WAGM-TV

Gray Local Media, Inc.

Office 207.554.5974 Cell 207.551.0988

12 Brewer Road, Presque Isle, ME 04769



Content. Community. Culture.

From: Jennifer Olson <jennifer.olson@wagmtv.com>
Sent: Thursday, May 4, 2023 1:31 PM
Subject: Opioid Settlement

Hi Ryan,

I wanted to touch base with you again about your plans for the opioid settlement. As promised, I spoke with the Drug Free Aroostook Board/Coalition. They definitely think this could be a great partnership to get some messaging out to Aroostook County. We'd love for you to join the coalition, but first we'd like to meet/speak with you as a leadership team. This way the focus could be 100% on your needs and how they'd align with the DFA Coalition. While I'm the chairperson, we are currently bringing in a new program coordinator. Our previous program coordinator, Meg Hegemann, has had to step down to care for a family member. I spoke with Jamie Chandler, ACAP COO, and she said they have a new person coming on board. Her name is Theresa Dow. Once she's settled in, we'd love to set up a time to meet. Sound like a plan?? I can reach back out when she's ready.

Just wanted to touch base..... 😊

Jen

Jennifer Olson
WAGM-TV Multimedia Consultant
C: 207-551-0988
12 Brewer Rd., Presque Isle Maine



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From: Jennifer Olson <jennifer.olson@wagmtv.com>
Sent: Tuesday, March 28, 2023 12:26 PM
To: Ryan D. Pelletier <ryan@aroostook.me.us>
Subject: RE: Opioid Settlement

Agreed!! Might be good to share some funding for state-wide efforts, but also hold some back for grass roots projects too. Perhaps that would be the best of both worlds. We'd love to have you join one of our meetings. Let me work on this and get back to you.

Jen

From: Ryan D. Pelletier <ryan@aroostook.me.us>
Sent: Tuesday, March 28, 2023 11:58 AM
To: Jennifer Olson <jennifer.olson@wagmtv.com>
Cc: Jennifer Olson <jolson@wagmtv.com>
Subject: RE: Opioid Settlement

I don't disagree with your thoughts about southern Maine. I just want to tap into their cash if they plan to put some out to our regional efforts. 😊 I'd also like to attend a future meeting of the DFC/DFA group.

Ryan

Ryan D. Pelletier, County Administrator
County of Aroostook
144 Sweden Street, Suite 101
Caribou, ME 04736

(P) 207-493-3318
(C) 207-551-0411

ryan@aroostook.me.us

From: Jennifer Olson <jennifer.olson@wagmtv.com>
Sent: Tuesday, March 28, 2023 11:55 AM
To: Ryan D. Pelletier <ryan@aroostook.me.us>
Cc: Jennifer Olson <jolson@wagmtv.com>
Subject: RE: Opioid Settlement

I figured exactly as you said.....that plans are still in their infancy. Regardless, I wanted to reach out as soon as possible to express my interest to help in any way I can. I'd be happy to serve on any task force/committee to help the cause. I also think the DFC/DFA would be interested in helping. This coalition functions under the ACAP umbrella and works to support many different issues under that to include marijuana, tobacco, alcohol AND opioids. So, this might be a good fit too. Anything we did for you would be targeted towards opioids. We have a meeting next Tuesday and I'll make sure to bring this up. What I like most about the coalition is that we're all about Aroostook County. Color me slightly cynical at times, but I often worry that state-wide efforts sometimes forget about us up here in the North. 😊 I don't always trust Southern Maine to represent Northern Maine. If nothing else, I'd make sure someone is closely monitoring the state-wide efforts to ensure representation. Again, color me cynical, but history is on my side.

Thanks for the quick reply back. Please reach out anytime and any way if you'd like to chat. I'm pretty available.

Jen

Jennifer Olson
WAGM-TV Multimedia Consultant
C: 207-551-0988
12 Brewer Rd., Presque Isle Maine



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From: Ryan D. Pelletier <ryan@aroostook.me.us>
Sent: Tuesday, March 28, 2023 11:41 AM
To: Jennifer Olson <jennifer.olson@wagmtv.com>
Cc: Jennifer Olson <jolson@wagmtv.com>
Subject: RE: Opioid Settlement

Hi Jennifer, Thanks for the reach out. WE don't have a plan yet and are sitting on the funds as they do come in until we know more about what the State intends to do with their settlement funds. We would like to dovetail our efforts with an overall statewide campaign/effort. If the County forms some kind of task force on this issue, would you be interested in serving? Or maybe even work with Drug Free Aroostook to serve as the task force. Its all still very new for us.

Ryan D. Pelletier, County Administrator
County of Aroostook
144 Sweden Street, Suite 101
Caribou, ME 04736

(P) 207-493-3318
(C) 207-551-0411

ryan@aroostook.me.us

From: Jennifer Olson <jennifer.olson@wagmtv.com>
Sent: Tuesday, March 28, 2023 11:37 AM
To: Ryan D. Pelletier <ryan@aroostook.me.us>
Cc: Jennifer Olson <jolson@wagmtv.com>
Subject: Opioid Settlement

Hi Ryan,

I heard about the great news regarding the Opioid settlement. Congratulations!! I know we've worked together in the past on other projects, but wanted to reach out letting you know I'd love to help with any efforts we can. WAGM can offer a variety of services and platforms (broadcast, digital and production) to help get prevention messaging out there. While I realize this is my job, it also happens to be a passion of mine. I've been an active member and chair of the Drug Free Aroostook coalition since its inception, so definitely an area of interest. I also happened to work for Pfizer Pharmaceuticals for 15 years. My specialty was pain management and was always working/educating on non-narcotic alternatives to treatment.

Just wanted to reach out to let you know I'm here to help and find out how you plan to proceed with your efforts. Please let me know what's up, if you have any questions, or anything I can do to help.

Thanks a bunch!

Jen

Jennifer Olson
WAGM-TV Multimedia Consultant
C: 207-551-0988
12 Brewer Rd., Presque Isle Maine



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