

CITY COUNCIL MEETING NOTICE AND AGENDA



Notice is hereby given that the City Council of Caribou will hold a Regular City Council Meeting on **Monday, September 25, 2023**, in the Council Chambers located at 25 High Street, **6:00 pm**. **THE MEETING WILL BE BROADCAST ON CABLE CHANNELS 8 & 1301 AND THE CITY'S YOUTUBE CHANNEL.**

1. Roll Call

2. Invocation/Inspirational Thought

Rich Rego

Gray Memorial United Methodist Church

3. Pledge of Allegiance

4. Public Forum in accordance with City Charter Section 2.10 (i)(b)

(PUBLIC COMMENTS SUBMITTED TO THE CITY CLERK PRIOR TO 4:30PM ON THE MEETING DATE WILL BE SHARED DURING PUBLIC FORUM. EMAIL: dbrissette@cariboumaine.org)

5. Minutes

Pages

- a. Regular City Council meeting – July 10 , 2023

02-03

6. Bid Openings, Awards, and Appointments

- a. Recognition of Caribou City Clerk Danielle Brissette for obtaining Certified Clerk of Maine status

04-05

- b. Recognition of Roland Anderson who will be 100 years old on 10-06-2023

06

7. Public Hearings and Possible Action Items

8. Reports by Staff and Committees

- a. Nordic Lakers Snowmobile Trail system – Superintendent of Parks & Recreation

07

- b. August 2023 Financials – Finance Director

08-24

- c. Manager's Report

25-26

9. New Business, Ordinances and Resolutions

- a. Introduction of Ordinance 4 – 2023 Series "An Ordinance Amending Chapter 17 General Assistance"

27-45

- b. Discussion & possible action to cancel the October 10 , 2023 regularly scheduled City Council meeting

46

- c. Designation of MMA Voting Delegate Credentials for the MMA Annual Business Meeting 10/6/23

47-54

10. Old Business

- a. RSU#39 Request for \$164,500 in funding for the Caribou High School Track Facility

55-57

11. Reports and Discussion by Mayor and Council Members

Reports

12. Next Regular Meetings: October 10 (?) & October 23

58-98

13. Executive Session(s) (May be called to discuss matters identified under MRSA, Title 1, §405.6)

14. Adjournment

If you are planning to attend this Public Meeting and due to a disability, need assistance in understanding or participating in the meeting, please notify the City Clerk ten or more hours in advance and we will, within reason, provide what assistance may be required.

Certificate of Mailing/Posting

The undersigned duly appointed City official for the municipality of Caribou City hereby certifies that a copy of the foregoing Notice and Agenda was posted at City Offices and on-line in accordance with City noticing procedures.

BY: _____ Danielle Brissette, City Clerk

Council Agenda Item #1: Roll Call

The Caribou City Council held a Special City Council Meeting on Monday, July 10, 2023, in the Council Chambers with the following members present; Mayor Smith, Deputy Mayor Boma, Councilors Bagley, Goughan, Theriault and Willey. Councilor Morrill was present via Zoom.

Manager Thompson was present for the meeting.

Department Manager Gary Marquis (Superintendent of Parks & Recreation) was present for the meeting. Joe Salley (Assessor Agent) was present for the meeting via Zoom.

Melissa Lizotte of the Aroostook Republican covered the meeting, and it was broadcasted via YouTube.

Council Agenda Item #2: Invocation/Inspirational Thought

Mayor Smith read an invocation.

Council Agenda Item #3: Pledge of Allegiance

Mayor Smith led the Pledge of Allegiance.

Council Agenda Item #4: Public Forum

There were no comments made by the public.

Council Agenda Item #5: New Business, Ordinances and Resolutions

a. Resolution 07-01-2023, Establishing the 2023

Manager Thompson introduced Assessor Agent Joe Salley who joined the meeting via Zoom.

Joe Salley (Real Estate Assessor's Agent) explained the adjustment to the local property taxes and stated that it was an extensive and long process. Mr. Salley stated that the City needs to be within certain guidelines per state statute, and that the last revaluation was committed in 2012.

Councilor Goughan asked if this is a process that needs to be done each year, and if there is a formula that the state gives to receive the full benefits.

Mr. Salley answered No, it is real estate market dependent and does not need to be done yearly. He explained that this is in favor of both the City and the taxpayers because they would be able to reap the full benefits of the exemptions. Mr. Salley stated that he meets with taxpayers to discuss their concerns.

Motion made by Councilor Theriault, seconded by Deputy Mayor Boma to set the tax rate at 0.01855.

Council had a brief discussion regarding what the plan of action is going to be and where to direct taxpayers with questions, and if the stabilization will be noted on the bill for the taxpayers.

Manager Thompson stated that 491 taxpayers applied for the stabilization program which was a 1-year program and the deadline for the application was December 1, 2022. She stated that the

stabilization should be noted on the bill, and that if a taxpayer disputes the bill they can apply for an abatement on their taxes.

Roll Call Vote: D. Bagley – Yes, Boma – Yes, R.M. Goughan – No, J. Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith – Yes, C. (So voted)

Motion made by Deputy Mayor Boma, seconded by Councilor Theriault to approve items 2-7 as presented.

Roll Call Vote: D. Bagley – Yes, Boma – Yes, R.M. Goughan – Yes, J. Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith – Yes, C. (So voted)

Motion made by Councilor Willey, seconded by Councilor Theriault to change the revenue lines.

Motion withdrawn by Councilor Willey.

Council Agenda Item #6: Reports and Discussion by Mayor and Council Members

Councilor Goughan stated that now that the taxes have been set and we are asking the people to pay more that we need to be better tomorrow than we were today.

Council Agenda Item #7: Next Regular Meetings: July 24, August 28

Council Agenda Item #8: Executive Session(s) (May be called to discuss matters identified under MRSA, Title 1, §405.6)

Council did not enter executive session.

Council Agenda Item #9: Adjournment

Motion made by Councilor Willey, seconded by Councilor Theriault to adjourn the meeting at 6:52 p.m.

Roll Call Vote: D. Bagley – Yes, Boma – Yes, R.M. Goughan – Yes, J. Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith – Yes, C. (So voted)

Danielle Brissette, Secretary

**CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: September 25, 2023
Re: Recognition of Caribou City Clerk Danielle Brissette, Certified Clerk of Maine

On the Clerks' Networking Day, September 12, Caribou City Clerk Danielle Brissette was recognized by her peers for her achievement of meeting all education and professional experience criteria to become a Certified Clerk of Maine.

Congratulations Danielle for meeting the requirements to achieve this status.



Maine Town & City Clerks' Association

Local Government Center • 60 Community Drive
Augusta, Maine 04330-9486
1-800-452-8786 (In Maine) • 207-623-8428
Fax 207-626-5947

September 8, 2023

Penny Thompson, City Manager
City of Caribou
25 High St
Caribou, ME 04736-2710

Dear Ms. Thompson:

Congratulations are in order for the City of Caribou and for Danielle Brissette, City Clerk. The Maine Town & City Clerks' Association has awarded Danielle Certification, which carries the distinction of Certified Clerk of Maine (CCM) status. This certification process has required many hours of dedication to achieve. The certification process requires that applicants receive training in a number of courses that relate to their field of expertise and continue with this education in an effort to retain their certification status.

Danielle will be recognized for receiving this certification at the MTCCA's Annual Meeting & Networking Day on September 12, 2023 at the Augusta Civic Center in Augusta.

The MTCCA understands the investment of time and resources it takes to achieve this status. Benefits of certification include an expanded network of peers, an enhanced knowledge of applicable state and federal laws, exposure to broadened processes in municipalities across the State, and instills a deeper sense of confidence. In addition, municipalities may further benefit with reduced fees for insurance and bonds for this individual.

Again, congratulations. Danielle Brissette joins a prestigious group of municipal clerks who approach their career with the utmost professionalism!

Sincerely,

Kim McLaughlin, Certification Committee Chairperson
Maine Town & City Clerks' Association

cc: Danielle Brissette

**CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

**To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: September 25, 2023
Re: 100th Birthday Greetings to Roland Anderson**

On October 6, 2023, Roland Anderson, a resident of the Maine Veterans Home – Caribou will celebrate his 100th birthday and become Caribou’s newest Caribou Centenarian.

The City would like to send their best wishes for a very happy birthday.

**CARIBOU PARKS & RECREATION DEPARTMENT
55 BENNETT DR.
CARIBOU, ME. 04736
207-493-4224
207-493-4225 Fax**

MEMO

**TO: Mayor Jody Smith
CC: Caribou City Council/ Penny Thompson
FROM: Gary Marquis
RE: Nordic Lakers Snowmobile Trail System
DATE: September 25, 2023**

Mayor Smith and City Councilors:

In the past two months the Nordic Lakers snowmobile club (New Sweden, Westmanland, & Stockholm) have voted to discontinue with their snowmobile club. Members of their board have reached out to me and have asked if we would want to take it over. Their system is 13 miles long and Caribou meets up with them on both ends of their system. The Nordic lakers are willing to give us their John Deere Gilbert groomer, plus drag, fuel tank, all signs, and approximately \$45,000.00. This would also include what they receive from the State for grooming which is \$9,800.00. I have been in touch with the Program director for the snowmobile department, with the anticipation of a yes vote from City council and have asked for an additional \$10,000.00 and the State has agreed to this. That would mean a total of \$19,800.00 into our snowmobile grant. Their section of trail system is an important link to our system and certainly needs to be continued. In the past several years the club has put approximately \$30,000 into the groomer, new tracks, new sliders, new sprockets, new final drives in the rear end and a new wire harness. I am not afraid of this unit as we have had 4 of these style groomers in the past.

I am asking you the City Council permission to continue with the 13 miles of the Nordic Lakers snowmobile trail system as part of the Caribou Snowmobile Trail system.

I will be present at the September 25th meeting to present this item on the agenda.

Thank you.

**Gary Marquis
Supt. Of Parks and Recreation**

General Ledger Summary Report

Fund(s): ALL

August

Account	Beginning	Beg Bal	Curr Mnth	---- Y T D ----		Balance
	Balance	Net	Net	Debits	Credits	Net
1 - Gen Fund	-751.87	107,049.00	87,000.00	52,066,020.21	52,173,069.21	0.00
Assets	12,148,248.71	12,242,355.80	9,458,888.66	21,698,907.82	16,334,589.37	17,606,674.25
101-00 CASH (BANK OF MACHIAS)	6,843,888.34	6,739,124.55	1,251,617.47	8,366,457.00	10,328,795.43	4,776,786.12
102-00 RECREATION ACCOUNTS	51,620.01	67,210.01	0.00	0.00	0.00	67,210.01
103-00 NYLANDER CHECKING	1,826.10	1,825.34	-0.76	0.24	6.56	1,819.02
110-00 SECTION 125 CHECKING FSA	15,766.62	15,911.79	-936.24	17,344.92	8,078.04	25,178.67
110-08 2022 SECTION 125 CHECKING HRA	55,970.96	47,767.09	0.00	0.00	47,767.09	0.00
110-09 2023 SECTION 125 CHECKING HRA	0.00	0.00	-5,102.38	127,421.52	52,905.64	74,515.88
111-00 RETIREMENT INVESTMENT	3,000,000.00	1,500,000.00	0.00	427.14	0.00	1,500,427.14
111-01 RETIREMENT INVESTMENT SECUREI	0.00	1,500,000.00	0.00	0.00	0.00	1,500,000.00
115-00 AMERICAN RESCUE PLAN ACT-NEU'S	595,857.77	598,997.91	-8,018.92	0.00	17,910.40	581,087.51
117-00 RLF #10 INVESTMENT	241,080.78	241,386.66	624.34	4,236.17	0.00	245,622.83
120-00 PETTY CASH	960.00	960.00	0.00	0.00	0.00	960.00
123-00 DIESEL INVENTORY	44,647.84	19,816.42	19,120.88	212,550.00	204,607.10	27,759.32
124-00 GAS INVENTORY	15,695.85	5,851.20	-9,151.73	77,715.00	73,281.67	10,284.53
125-00 ACCOUNTS RECEIVABLE	9,434.81	59,242.54	-34,247.82	613,119.90	599,637.64	72,724.80
126-00 SWEETSOFT RECEIVABLES	95,683.30	81,512.78	0.00	822.02	82,334.80	0.00
130-00 COMSTAR RECEIVABLES	59,146.92	224,725.48	-9,890.90	882,552.00	922,672.77	184,604.71
140-00 RESERVE FOR UNCOLLECTIBLE TAX	-669.87	-669.87	0.00	0.00	0.00	-669.87
174-00 CDC LOANS REC (1280)	41,522.20	41,522.20	0.00	0.00	0.00	41,522.20
180-00 DR. CARY CEMETERY INVESTMENT	1,050.55	1,051.09	0.00	1.06	0.00	1,052.15
181-00 HAMILTON LIBRARY TR. INVEST	1,893.69	1,898.05	0.00	8.61	0.00	1,906.66
182-00 KNOX LIBRARY INVESTMENT	10,411.75	10,441.28	0.00	130.93	0.00	10,572.21
183-00 CLARA PIPER MEM INV	674.84	675.19	0.00	0.69	0.00	675.88
184-00 JACK ROTH LIBRARY INVEST	14,122.19	14,223.92	0.00	218.30	0.00	14,442.22
185-00 KEN MATTHEWS SCHOLARSHIP FUN	7,569.17	7,588.25	0.00	71.51	0.00	7,659.76
187-00 DOROTHY COOPER MEM INV	49,628.45	49,721.48	0.00	185.26	0.00	49,906.74
189-00 MARGARET SHAW LIBRARY INV	13,145.23	13,154.68	0.00	166.59	0.00	13,321.27
190-00 GORDON ROBERTSON MEM INV	11,580.18	11,587.40	0.00	181.44	0.00	11,768.84
191-00 MEMORIAL INVESTMENT	6,214.88	6,223.42	0.00	28.57	0.00	6,251.99
192-00 G. HARMON MEM INV	6,819.74	6,822.29	0.00	107.42	0.00	6,929.71
193-00 BARBARA BREWER FUND	5,616.14	5,624.54	0.00	64.09	6.66	5,681.97
194-00 RODERICK LIVING TRUST	16,581.87	16,598.74	0.00	104.86	0.00	16,703.60
196-00 PHILIP TURNER LIBRARY INV	8,883.40	9,119.27	0.00	2,022.08	1,924.35	9,217.00
198-00 TAX ACQUIRED PROPERTY	137,540.84	121,357.35	0.00	0.00	14,084.66	107,272.69
198-19 TAX ACQUIRED PROPERTY 2019	-2,224.23	0.00	0.00	108.02	108.02	0.00
198-20 TAX ACQUIRED PROPERTY 2020	-6,173.76	0.00	0.00	1,976.58	1,976.58	0.00
198-21 TAX ACQUIRED PROPERTY 2021	-6,035.73	0.00	0.00	5,555.59	5,555.59	0.00
198-22 TAX ACQUIRED PROPERTY 2022	-1,749.77	0.00	0.00	6,444.47	6,444.47	0.00
198-23 TAX ACQUIRED PROPERTY 2023	-0.67	-0.67	0.00	4,955.96	4,955.29	0.00
200-22 2022 TAX RECEIVABLE	707,578.39	707,578.39	0.00	1,242.71	708,821.10	0.00
200-23 2023 TAX RECEIVABLE	-69,028.36	-69,028.36	7,818,752.02	8,703,298.51	1,186,556.81	7,447,713.34
200-24 2024 TAX RECEIVABLE	0.00	0.00	-9,105.68	1,371.78	11,849.24	-10,477.46
201-23 2023 TAX STABILIZED TAX RECEIV	0.00	0.00	159,332.58	159,332.58	0.00	159,332.58
205-19 2019 LIENS RECEIVABLE	316.71	316.71	0.00	0.00	36.83	279.88
205-20 2020 LIENS RECEIVABLE	449.82	449.82	0.00	163.56	198.89	414.49
205-21 2021 LIENS RECEIVABLE	95,080.07	95,080.07	-3,240.13	532.23	40,388.05	55,224.25
205-22 2022 LIENS RECEIVABLE	0.00	0.00	-8,376.05	344,816.64	95,565.82	249,250.82
210-11 2011 PP TAX RECEIVABLE	201.06	201.06	0.00	0.00	201.06	0.00
210-12 2012 PP TAX RECEIVABLE	4,645.51	4,645.51	0.00	0.00	0.00	4,645.51
210-13 2013 PP TAX RECEIVABLE	4,936.98	4,936.98	0.00	0.00	0.00	4,936.98
210-14 2014 PP TAX RECEIVABLE	5,728.25	5,728.25	0.00	0.00	70.74	5,657.51

General Ledger Summary Report

Fund(s): ALL

August

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	--- Y T D ---		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
210-15 2015 PP TAX RECEIVABLE	12,713.48	12,713.48	-94.39	0.00	174.23	12,539.25
210-16 2016 PP TAX RECEIVABLE	10,458.43	10,458.43	0.00	0.00	0.00	10,458.43
210-17 2017 PP TAX RECEIVABLE	10,948.56	10,948.56	0.00	0.00	0.00	10,948.56
210-18 2018 PP TAX RECEIVABLE	11,450.12	11,450.12	0.00	0.00	0.00	11,450.12
210-19 2019 PP TAX RECEIVABLE	12,751.30	12,751.30	0.00	0.00	0.00	12,751.30
210-20 2020 PP TAX RECEIVABLE	14,702.37	14,702.37	0.00	0.00	495.82	14,206.55
210-21 2021 PP TAX RECEIVABLE	12,955.10	12,955.10	0.00	0.00	259.06	12,696.04
210-22 2022 PP TAX RECEIVABLE	22,100.24	22,100.24	-289.67	0.07	7,914.83	14,185.48
210-23 2023 PP TAX RECEIVABLE	-646.52	-646.52	287,080.65	311,151.75	36,811.04	273,694.19
302-00 COURT ORDER	0.00	0.00	0.00	959.45	959.45	0.00
303-00 FEDERAL WITHHOLDING	0.00	0.00	0.00	285,989.10	285,989.10	0.00
304-00 FICA W/H	18.26	18.26	0.00	365,909.50	365,909.50	18.26
305-00 MEDICARE WITHHOLDING	4.27	4.27	0.00	85,575.62	85,575.62	4.27
306-00 STATE WITHHOLDING	0.00	0.00	0.00	123,070.40	123,070.40	0.00
307-00 M.S.R.S. W/H	73.65	73.65	0.00	93,376.16	93,376.16	73.65
307-01 MSRS EMPLOYER	-141.02	-141.06	0.04	152,386.12	154,123.65	-1,878.59
308-00 AFLAC INSURANCE	-1.75	0.00	-0.11	4,675.06	4,675.98	-0.92
309-00 DHS WITHHOLDING	0.00	0.00	0.00	6,889.00	6,889.00	0.00
312-00 HEALTH INS. W/H	-25,826.25	-25,577.65	414.18	170,266.74	169,866.62	-25,177.53
314-00 UNITED WAY W/H	0.00	0.00	0.00	102.00	102.00	0.00
315-00 TEAMSTERS W/H	0.00	0.00	0.00	2,550.50	2,550.50	0.00
315-01 FIREFIGHTERS UNION W/H	0.00	0.00	0.00	6,504.45	6,504.45	0.00
316-00 COUNCIL #93 W/H	0.00	0.00	0.00	2,648.82	2,648.82	0.00
317-00 MMA INCOME PROTECTION	-8,170.03	-8,122.98	325.17	27,237.50	27,240.42	-8,125.90
319-00 REAL ESTATE TAX W/H	0.00	0.00	0.00	17,278.00	17,278.00	0.00
320-00 ICMA RETIREMENT CORP	-664.83	0.00	0.00	91,594.90	91,594.90	0.00
320-01 ICMA EMPLOYER MATCH	-52.88	0.00	0.00	19,910.20	19,910.20	0.00
322-00 RETIRED HEALTH INS PROGRAM	-23.21	-23.21	0.00	10,249.44	10,249.44	-23.21
323-00 MMA SUPP. LIFE INSURANCE	-2,106.56	-2,106.56	22.60	6,237.02	6,168.78	-2,038.32
324-00 MISC. WITHHOLDING	0.00	0.00	0.00	940.00	940.00	0.00
325-00 DED. FOR VALIC	0.00	0.00	0.00	21,614.92	21,614.92	0.00
325-01 VALIC EMPLOYER MATCH	0.00	0.00	0.00	4,308.82	4,308.82	0.00
329-00 SALES TAX COLLECTED	-309.54	-199.02	0.00	199.02	0.00	0.00
330-00 VEHICLE REG FEE (ST. OF ME)	-4,153.50	0.00	987.50	205,631.50	213,043.50	-7,412.00
331-00 BOAT REG FEE INLAND FISHERIES	-95.00	0.00	3,004.85	17,805.18	18,121.87	-316.69
332-00 SNOWMOBILE REG (F&W)	-12,062.51	0.00	0.00	24,516.96	24,516.96	0.00
333-00 ATV REGISTRATION (F&W)	0.00	0.00	6,678.82	48,411.21	53,148.79	-4,737.58
335-00 PLUMBING PERMITS (ST. OF ME)	-951.35	-141.35	-242.50	0.00	707.50	-848.85
336-00 CONCEALED WEAPON PERMIT	-120.00	-120.00	0.00	0.00	0.00	-120.00
338-00 CONNOR EXCISE TAX	3.76	3.76	-675.91	41,317.64	46,896.42	-5,575.02
339-00 CONNOR BOAT EXCISE	75.80	75.80	6.00	1,108.80	1,113.80	70.80
340-00 DOG LICENSES (ST. OF ME)	-635.00	0.00	-24.00	1,623.00	1,666.00	-43.00
341-00 FISHING LICENSES (ST. OF ME)	-275.00	0.00	291.00	4,294.00	4,342.00	-48.00
342-00 HUNTING LICENSES (ST. OF ME)	-1,660.50	0.00	27.75	3,613.50	3,864.00	-250.50
346-00 AIRPORT RECEIVABLE	0.00	0.00	0.00	675.52	675.52	0.00
347-00 NEPBA UNION PD	0.00	0.00	0.00	2,550.00	2,550.00	0.00
Liabilities	7,809,303.02	8,224,506.23	5,730,992.04	5,016,461.67	8,122,448.62	11,330,493.18
Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	7,809,303.02	8,224,506.23	5,730,992.04	5,016,461.67	8,122,448.62	11,330,493.18
352-00 NYLANDER MUSEUM RESERVE	9,490.86	9,490.86	20,000.00	0.00	20,000.00	29,490.86
360-00 RETIREMENT INV FUND	3,000,000.00	3,000,000.00	0.00	0.00	427.14	3,000,427.14

General Ledger Summary Report

Fund(s): ALL

August

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	--- Y T D ---		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
360-01 AMERICA RESCUE PLAN ACT-NEU'S	596,583.01	598,997.91	-8,018.92	17,910.40	0.00	581,087.51
360-02 RIVERFRONT COMMITTEE RESERVE	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00
360-03 GENERAL ASSISTANCE RESERVE	5,632.75	5,632.75	0.00	3,425.00	0.00	2,207.75
362-00 RLF #10 RESERVE	241,080.78	241,386.66	624.34	0.00	4,236.17	245,622.83
365-01 COMMUNITY POOL IMPROVEMENT	2,566.19	2,566.19	0.00	2,566.19	0.00	0.00
365-02 REC CENTER IMPROVEMENTS	1,787.68	1,787.68	10,000.00	0.00	10,000.00	11,787.68
365-03 LAND ACQUISITIONS/EASEMENTS	8,340.00	8,340.00	0.00	0.00	0.00	8,340.00
365-04 RAILS TO TRAILS PROGRAM	164.79	164.79	-505.30	4,314.37	5,782.84	1,633.26
365-05 PARK IMPROVEMENT RESERVE	5,231.71	5,231.71	600.00	0.00	1,089.00	6,320.71
365-07 REC/PARKS COMPUTER RESERVE	-604.00	-604.00	0.00	0.00	0.00	-604.00
365-09 RECREATION EQUIPMENT RESERVE	-9,458.33	-9,458.33	5,000.00	0.00	5,000.00	-4,458.33
365-10 REC LAWN MOWER RESERVE	12,595.44	12,595.44	0.00	0.00	0.00	12,595.44
365-12 CRX/TOS RESERVE	7,391.28	7,391.28	-1,982.94	5,285.20	7,037.51	9,143.59
365-13 RECREATION - COLLINS POND	-1,363.91	-1,363.91	10,000.00	0.00	10,000.00	8,636.09
365-17 RECREATION VAN RESERVE	0.00	0.00	5,000.00	0.00	5,000.00	5,000.00
365-18 REC SCHOLARSHIPS	2,551.22	2,551.22	0.00	0.00	0.00	2,551.22
365-19 CIVIC BEAUTIFICATION RESERVE	5.14	5.14	0.00	5.14	0.00	0.00
365-20 SKI TRAIL/SNOW SHOE RENTAL	457.00	457.00	0.00	0.00	163.00	620.00
365-21 RD TRAILS GRANT	0.47	0.47	0.00	0.47	0.00	0.00
365-22 NON APPROP SKI RENTAL PROGRAM	13,374.87	13,374.87	0.00	4,791.92	1,430.00	10,012.95
365-24 CADET RESERVE	482.56	482.56	0.00	482.56	0.00	0.00
365-25 COMMUNITY BULLETIN BOARD	200.00	200.00	0.00	0.00	0.00	200.00
365-26 SPLASH PAD RESERVE	27,967.08	27,967.08	0.00	0.00	2,566.19	30,533.27
365-27 PARK VEHICLE RESERVE	4,730.00	4,730.00	5,000.00	0.00	5,000.00	9,730.00
365-28 VETERAN MEMORIAL PARK RESERVE	0.00	0.00	0.00	395.20	5,958.04	5,562.84
366-00 ASSESSMENT RESERVE	-180.00	-180.00	0.00	0.00	0.00	-180.00
366-01 LIBRARY BUILDING RESERVE	29,191.03	29,191.03	52,600.00	0.00	52,600.00	81,791.03
366-02 LIBRARY MEMORIAL FUND	64,016.07	64,016.07	-2,663.41	26,729.46	33,196.10	70,482.71
366-03 LIBRARY COMPUTER RESERVE	1,208.20	1,208.20	0.00	0.00	0.00	1,208.20
366-12 KING GRANT	1,565.11	1,565.11	0.00	0.00	0.00	1,565.11
366-14 LIBRARY BOARD OF TRUSTEES RESE	0.00	0.00	0.00	0.00	3,520.25	3,520.25
367-01 POLICE DONATED FUNDS	19,554.61	18,636.86	0.00	458.40	50.00	18,228.46
367-02 POLICE DEPT EQUIPMENT	106,167.31	106,548.16	46,977.00	10,716.81	59,155.44	154,986.79
367-03 POLICE CAR RESERVE	-271.19	-271.19	53,000.00	36,193.88	57,750.00	21,284.93
367-04 POLICE CAR VIDEO SYSTEM	3,128.75	3,128.75	0.00	0.00	0.00	3,128.75
367-05 DRINK GRANT PERSONNEL	15,307.83	17,200.11	0.00	0.00	0.00	17,200.11
367-06 PD COMPUTER RESERVE	6,058.22	6,058.22	0.00	0.00	0.00	6,058.22
367-07 POLICE DIGITAL FILING	5,437.00	5,437.00	0.00	0.00	0.00	5,437.00
367-08 MAJOR SYSTEMS REPLACEMENT	43,622.49	43,622.49	0.00	0.00	0.00	43,622.49
367-09 NEW POLICE STATION	1,796.02	1,796.02	97,000.00	3,360.00	100,482.56	98,918.58
367-10 POLICE OFFICER RECRUITMENT RES	54,000.00	54,000.00	54,000.00	45,833.00	54,000.00	62,167.00
368-01 FIRE EQUIPMENT RESERVE	-63,012.29	-63,012.29	0.00	8,639.15	0.00	-71,651.44
368-02 FIRE HOSE RESERVE	8,018.25	8,018.25	451.03	0.00	451.03	8,469.28
368-03 FIRE DEPT FOAM RESERVE	4,442.50	4,442.50	4,000.00	0.00	4,000.00	8,442.50
368-04 FIRE TRAINING BLDG RESERVE	3,226.25	3,226.25	0.00	0.00	0.00	3,226.25
368-05 FIRE DEPT FURNACE	0.14	0.14	0.00	0.00	0.00	0.14
368-06 FIRE/AMB COMPUTER RESERVE	3,596.90	3,596.90	0.00	850.00	0.00	2,746.90
368-07 FIRE DISPATCH REMODEL	2,390.00	2,390.00	0.00	0.00	0.00	2,390.00
368-08 FIRE SMALL EQUIPMENT	3,156.05	3,156.05	3,000.00	3,999.60	3,000.00	2,156.45
368-09 FEMA TRUCK GRANT	5.00	5.00	0.00	0.00	0.00	5.00
368-10 FIRE/AMB BUILDING RESERVE	36,974.08	36,974.08	0.00	8,490.00	0.00	28,484.08
368-12 FIRE/AMB UNIFORM RESERVE	2,586.15	5,179.37	0.00	0.00	0.00	5,179.37
369-01 AMBULANCE SMALL EQUIP RESERVE	37,240.27	37,240.27	126,003.99	145,539.44	126,003.99	17,704.82

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Fund(s): ALL
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Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	--- Y T D ---		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
369-02 AMBULANCE STAIRCHAIRS	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00
369-03 AMBULANCE RESERVE	2,454.67	2,454.67	50,000.00	0.00	50,000.00	52,454.67
370-03 PW EQUIPMENT RESERVE	53,763.01	53,763.01	137,118.04	47,156.01	167,922.40	174,529.40
370-04 STREETS/ROADS RECONSTRUCTION	104,118.75	-30,297.25	175,000.00	2,930.00	307,930.00	274,702.75
370-05 CURBING RESERVE	5,178.30	5,178.30	35,000.00	0.00	35,000.00	40,178.30
370-06 FUEL TANK RESERVE	-19,489.50	-13,271.78	584.87	1,118.35	8,052.58	-6,337.55
370-07 PW BUILDING RESERVE	34,266.24	34,266.24	13,000.00	15,548.00	13,000.00	31,718.24
370-09 RIVER ROAD RESERVE	-44,881.75	-44,881.75	0.00	0.00	0.00	-44,881.75
370-10 AIRPORT FUEL TANK RESERVE	1,992.48	1,992.48	0.00	0.00	0.00	1,992.48
371-01 ASSESSMENT REVALUATION RESERV	60,606.91	60,606.91	0.00	0.00	0.00	60,606.91
371-02 ASSESSING COMPUTER RESERVE	1,395.50	1,395.50	0.00	805.00	0.00	590.50
372-01 AIRPORT RESERVE	40,639.59	40,639.59	100,000.00	68,982.25	100,000.00	71,657.34
372-04 AIRPORT HANGER SECURITY DEPOS	1,370.00	1,370.00	0.00	200.00	465.00	1,635.00
372-06 AIRPORT CARES ACT	16,455.64	16,455.64	-4,688.00	4,688.00	0.00	11,767.64
373-01 GEN GOVT COMPUTER RESERVE	6,662.97	6,662.97	0.00	0.00	0.00	6,662.97
373-02 CITY COMPREHENSIVE PLAN	27.40	27.40	20,000.00	0.00	20,000.00	20,027.40
373-03 MUNICIPAL BUILDING RESERVE	61,176.92	61,176.92	-6,701.00	8,474.36	0.00	52,702.56
373-04 VITAL RECORDS RESTORATION	3,276.50	3,276.50	53,450.00	0.00	53,450.00	56,726.50
373-05 BIO-MASS BOILERS	-2,697.49	-2,697.49	0.00	115,078.00	57,539.00	-60,236.49
373-07 T/A PROPERTY REMEDIATION RESEI	12,039.20	12,039.20	0.00	0.00	0.00	12,039.20
373-08 HRA CONTRIBUTION RESERVE	60,509.16	60,509.16	0.00	0.00	5,244.66	65,753.82
373-10 FLEET VEHICLES	1,221.20	1,221.20	0.00	0.00	0.00	1,221.20
373-12 NBRC BIRDS EYE	-27,203.55	-4,203.55	0.00	0.00	0.00	-4,203.55
373-17 LADDER ENGINE TRUCK 2016	116,601.20	116,601.20	117,100.00	117,053.00	174,639.00	174,187.20
373-20 CDBG USDA 60 ACCESS/BIRDSEYE	21,102.81	21,102.81	0.00	0.00	0.00	21,102.81
373-22 2022 HRA RESERVE	55,970.96	47,767.09	0.00	131,167.09	83,400.00	0.00
373-23 2023 HRA RESERVE	0.00	0.00	-5,102.38	52,905.64	127,421.52	74,515.88
373-50 2022 CAPITAL IMPROVEMENT LOAN	-256,956.54	-256,956.54	86,500.00	78,525.00	286,500.00	-48,981.54
374-00 REC/PARKS COMPUTER RESERVE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
374-01 INDUSTRIAL PARK IMPROVEMENTS	12,440.88	12,440.88	0.00	0.00	0.00	12,440.88
374-03 DOWNTOWN INFRASTRUSTURE	36,415.42	36,415.42	0.00	2,930.00	0.00	33,485.42
374-05 FACADE RESERVE	0.00	15,000.00	-2,000.00	5,350.00	0.00	9,650.00
380-01 CAPTS CDBG	-3,905.56	-3,905.56	0.00	12,679.55	16,584.00	-1.11
380-03 TOURISM GRANT	-7,746.85	-8,299.35	10,000.00	3,199.44	10,000.00	-1,498.79
380-04 RESILIENCY GRANT	0.00	0.00	0.00	6,685.00	8,000.00	1,315.00
385-00 COMMUNITY DEVELOPMENT MATCH	32,674.30	32,674.30	0.00	0.00	0.00	32,674.30
387-00 BOUCHARD TIF	13,897.29	13,897.29	11,854.05	15,008.07	11,854.05	10,743.27
388-00 HILLTOP TIF	8,026.18	8,026.18	54,627.30	0.00	54,627.30	62,653.48
392-00 PLANNING/ENGINEERING RESERVE	6,241.09	6,241.09	0.00	0.00	0.00	6,241.09
398-00 RECREATION ACCTS FUND BALANCE	51,620.01	67,210.01	0.00	0.00	0.00	67,210.01
399-00 PARKING LOT MAINTENANCE RES	56,366.51	56,366.51	10,000.00	0.00	10,000.00	66,366.51
402-00 CDC ECONOMIC DEVELOPMENT	240,000.00	240,000.00	0.00	0.00	0.00	240,000.00
403-00 CDC REVOLVING LOAN	392,968.39	399,380.17	0.00	0.00	0.00	399,380.17
406-00 TRAILER PARK RESERVE	51,397.71	56,195.86	0.00	0.00	0.00	56,195.86
407-00 COUNTY TAX	2.13	2.13	675,423.98	0.00	675,423.98	675,426.11
414-00 CEMETARY RERSERVE	200.00	200.00	0.00	0.00	0.00	200.00
415-00 LIONS COMMUNITY CENTER RESERV	16,056.20	16,056.20	0.00	0.00	0.00	16,056.20
417-00 COMPENSATED ABSENCES	87,146.26	87,146.26	25,000.00	79,394.72	25,000.00	32,751.54
419-00 DUE FROM CDC (1280)	41,522.20	41,522.20	0.00	0.00	0.00	41,522.20
411-00 DEFERRED TAX REVENUE	905,895.88	927,016.39	0.00	0.00	0.00	927,016.39
422-00 KEN MATTHEWS SCHOLARSHIP FUN	7,569.17	7,588.25	0.00	0.00	71.51	7,659.76
423-00 DR. CARY CEMETERY TRUST FUND	1,050.55	1,051.09	0.00	29.95	1.06	1,022.20
424-00 HAMILTON LIBRARY TRUST FUND	1,893.69	1,898.05	0.00	0.00	8.61	1,906.66

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Fund(s): ALL

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Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	--- Y T D ---		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
425-00 KNOX LIBRARY MEMORIAL FUND	10,411.75	10,441.28	0.00	0.00	130.93	10,572.21
426-00 CLARA PIPER MEM FUND	674.84	675.19	0.00	0.00	0.69	675.88
427-00 JACK ROTH LIBRARY MEM FUND	14,122.19	14,223.92	0.00	395.00	218.30	14,047.22
429-00 BARBARA BREWER FUND	5,616.14	5,624.54	0.00	6.66	64.09	5,681.97
430-00 D. COOPER MEM FUND	49,628.45	49,721.48	0.00	2,000.00	185.26	47,906.74
432-00 MARGARET SHAW LIBRARY MEMORI	13,145.23	13,154.68	0.00	0.00	166.59	13,321.27
433-00 GORDON ROBERTSON MEM FUND	11,580.18	11,587.40	0.00	0.00	181.44	11,768.84
434-00 MEMORIAL INVESTMENT	6,214.88	6,223.42	0.00	0.00	28.57	6,251.99
435-00 RODERICK LIVING TRUST	16,581.87	16,598.74	0.00	0.00	104.86	16,703.60
436-00 AMBULANCE REIMBURSEMENT	18,284.78	18,284.78	0.00	675.52	675.52	18,284.78
437-00 DEFERRED AMBULANCE REVENUE	298,075.15	306,238.26	0.00	0.00	0.00	306,238.26
438-00 PHILIP TURNER LIBRARY MEMORIAL	8,883.40	9,119.27	0.00	1,911.85	110.23	7,317.65
441-00 AMBULANCE FUND BALANCE	1,005.62	1,005.62	0.00	0.00	0.00	1,005.62
447-00 EMA EQUIP RESERVE	1,991.79	1,991.79	0.00	0.00	0.00	1,991.79
450-00 RESOURCE RESERVE ACCOUNT	188,540.10	188,540.10	0.00	0.00	0.00	188,540.10
456-00 TAX REFIEF FUNDS 2021	194,790.77	194,790.77	-188,540.10	383,330.87	194,790.77	6,250.67
456-01 2023 TAXPAYER RELIEF FUND	0.00	505,415.09	-505,415.09	505,415.09	0.00	0.00
457-00 HOMELAND SECURITY RESERVE	2,277.92	2,277.92	0.00	0.00	0.00	2,277.92
460-00 YARD SALE	-1,178.79	-1,178.79	0.00	804.25	1,555.00	-428.04
461-00 CRAFT FAIR	10,745.60	10,745.60	360.00	3,641.80	1,120.00	8,223.80
462-00 CDBG HOUSING REHABILITATION	3,927.87	3,927.87	0.00	48.00	0.00	3,879.87
465-00 THURSDAYS ON SWEDEN	-41.36	0.00	105.00	0.00	105.00	105.00
465-01 STORY OF CARIBOU	732.00	732.00	0.00	0.00	0.00	732.00
465-02 CARIBOU CARES ABOUT KIDS	-1,636.39	0.00	-7,690.05	28,772.30	27,550.00	-1,222.30
466-00 HERITAGE DAY	-8,000.00	-8,000.00	0.00	0.00	0.00	-8,000.00
467-00 MARATHON	-45,252.36	-45,252.36	0.00	0.00	0.00	-45,252.36
467-01 SMALL BUSINESS SATURDAY	245.00	245.00	0.00	0.00	0.00	245.00
469-00 DENTAL INSURANCE	2,197.36	2,197.36	-187.92	13,126.45	13,831.60	2,902.51
470-00 EYE INUSRANCE	619.76	614.20	-41.79	2,277.91	2,308.09	644.38
471-00 RC2 TIF	105,493.72	105,493.72	90,321.79	4,200.00	103,521.79	204,815.51
472-00 ANIMAL WELFARE	16,675.21	16,739.21	37.00	50.00	2,437.00	19,126.21
473-00 DOWNTOWN TIF	15,420.00	15,420.00	0.00	0.00	0.00	15,420.00
474-00 CADET RESERVE	200.00	200.00	0.00	0.00	0.00	200.00
476-00 FLEET VEHICLE ACCOUNT	0.00	0.00	0.00	0.00	100.00	100.00
477-00 LED STREET LIGHTS	88,575.53	88,575.53	0.00	0.00	0.00	88,575.53
478-00 G. HARMON MEM FUND	6,819.74	6,822.29	0.00	0.00	107.42	6,929.71
480-00 CITY RETIREMENT	1,079.76	1,079.76	0.00	0.00	0.00	1,079.76
483-02 DUE TO FUND 2	957,281.72	957,281.72	0.00	0.00	88,285.79	1,045,567.51
483-03 DUE TO FUND 3	915,685.81	927,875.49	7,201.54	0.00	58,672.19	986,547.68
483-04 DUE TO FUND 4	464,215.22	469,481.14	21,485.00	0.00	42,700.00	512,181.14
483-05 DUE TO FUND 5	4,034,026.40	4,034,026.64	586,795.58	0.00	594,881.26	4,628,907.90
484-02 DUE FROM FUND 2	-950,787.07	-953,003.25	0.00	95,202.27	0.00	-1,048,205.52
484-03 DUE FROM FUND 3	-803,565.64	-804,312.40	-18,919.73	80,762.26	0.00	-885,074.66
484-04 DUE FROM FUND 4	-427,599.82	-427,708.71	-4,708.65	34,357.38	0.00	-462,066.09
484-05 DUE FROM FUND 5	-3,285,958.59	-3,356,433.27	-18,044.90	135,715.19	0.00	-3,492,148.46
486-00 RETIREMENT RESERVE	4,139.00	4,139.00	0.00	0.00	0.00	4,139.00
488-00 CHRISTMAS LIGHTS	-3,920.70	-3,920.70	0.00	2,640.00	0.00	-6,560.70
490-00 T/A PROPERTY REMEDIATION RES	28,128.47	28,128.47	0.00	0.00	3,353.30	31,481.77
493-00 RSU 39 COMMITMENT	-1,082,828.06	-1,082,828.06	3,731,986.91	2,619,232.85	4,102,905.00	400,844.09
494-00 TRI COMMUNITY/AWS	324,082.00	324,082.00	0.00	0.00	0.00	324,082.00
496-00 BIRTH RECORDS STATE FEE	40.80	0.00	-8.00	712.40	819.60	107.20
497-00 DEATH RECORDS STATE FEE	123.60	0.00	-16.40	1,024.00	1,168.40	144.40

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Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
498-00 MARRIAGE RECORDS STATE FEE	28.80	0.00	19.20	266.00	336.00	70.00
Fund Balance	4,339,697.56	3,910,800.57	3,640,896.62	25,350,650.72	27,716,031.22	6,276,181.07
500-00 EXPENDITURE CONTROL	0.00	0.00	-2,090,095.38	7,528,227.44	11,964,235.65	4,436,008.21
510-00 REVENUE CONTROL	0.00	0.00	5,037,036.81	16,425,911.51	14,863,049.61	-1,562,861.90
600-00 FUND BALANCE	4,339,697.56	3,910,800.57	693,955.19	1,396,511.77	888,745.96	3,403,034.76
2 - Snowmoible Trail Maintenance						
Assets	0.00	0.00	0.00	257,838.06	257,838.06	0.00
Liabilities	35,141.44	37,357.62	0.00	113,124.79	180,613.24	104,846.07
and Fund Balances	0.00	0.00	0.00	0.00	0.00	0.00
365-11 TRAIL MAINTENANCE RESERVE	41,636.09	41,636.09	0.00	24,839.00	85,410.97	102,208.06
483-01 DUE TO FUND 1	950,787.07	953,003.25	0.00	0.00	95,202.27	1,048,205.52
484-01 DUE FROM FUND 1	-957,281.72	-957,281.72	0.00	88,285.79	0.00	-1,045,567.51
Fund Balance	-35,141.44	-37,357.62	0.00	144,713.27	77,224.82	-104,846.07
500-00 Expense Control	0.00	0.00	-2,000.00	72,363.27	70,411.00	-1,952.27
510-00 Revenue Control	0.00	0.00	2,000.00	72,350.00	4,874.82	-67,475.18
600-00 Fund Balance	-35,141.44	-37,357.62	0.00	0.00	1,939.00	-35,418.62
3 - Housing Department						
Assets	0.00	0.00	0.00	282,228.45	282,228.45	0.00
Liabilities	-50,723.99	-62,166.91	11,718.19	58,672.19	80,762.26	-40,076.84
and Fund Balances	0.00	0.00	0.00	0.00	0.00	0.00
409-00 HOUSING RESERVE	61,396.18	61,396.18	0.00	0.00	0.00	61,396.18
483-01 DUE TO FUND 1	803,565.64	804,312.40	18,919.73	0.00	80,762.26	885,074.66
484-01 DUE TO FUND 1	-915,685.81	-927,875.49	-7,201.54	58,672.19	0.00	-986,547.68
Fund Balance	50,723.99	62,166.91	-11,718.19	223,556.26	201,466.19	40,076.84
500-00 Expense Control	0.00	0.00	-18,919.73	80,762.26	143,492.42	62,730.16
510-00 Revenue Control	0.00	0.00	7,201.54	142,794.00	57,973.77	-84,820.23
600-00 Fund Balance	50,723.99	62,166.91	0.00	0.00	0.00	62,166.91
4 - FSS						
Assets	0.00	0.00	0.00	141,788.38	141,788.38	0.00
Liabilities	-31,615.40	-23,469.43	-16,776.35	42,700.00	34,357.38	-31,812.05
and Fund Balances	0.00	0.00	0.00	0.00	0.00	0.00
409-00 HOUSING RESERVE	5,000.00	18,303.00	0.00	0.00	0.00	18,303.00
483-01 DUE TO FUND 1	427,599.82	427,708.71	4,708.65	0.00	34,357.38	462,066.09

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Fund(s): ALL
August

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
4 - FSS CONT'D						
484-01 DUE FROM FUND 1	-464,215.22	-469,481.14	-21,485.00	42,700.00	0.00	-512,181.14
Fund Balance	31,615.40	23,469.43	16,776.35	99,088.38	107,431.00	31,812.05
500-00 Expense Control	0.00	0.00	-4,708.65	34,357.38	64,731.00	30,373.62
510-00 Revenue Control	0.00	0.00	21,485.00	64,455.00	42,700.00	-21,755.00
600-00 Fund Balance	31,615.40	23,469.43	0.00	276.00	0.00	23,193.43
5 - ECONOMIC DEV	0.00	0.00	0.00	1,102,538.65	1,102,538.65	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-471,297.33	-400,822.89	-504,134.14	610,740.77	207,103.41	-804,460.25
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-471,297.33	-400,822.89	-504,134.14	610,740.77	207,103.41	-804,460.25
473-00 DOWNTOWN TIF	26,493.86	26,493.86	54,616.54	15,859.51	54,616.54	65,250.89
474-00 TRAIL GROOMER RESERVE	124.66	124.66	10,000.00	0.00	16,771.68	16,896.34
475-00 REVOLVING LOAN RESERVE	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00
476-00 FIRE STATION RESERVE	50,151.96	50,151.96	0.00	0.00	0.00	50,151.96
483-01 DUE TO FUND 1	3,285,958.59	3,356,433.27	18,044.90	0.00	135,715.19	3,492,148.46
484-01 DUE FROM FUND 1	-4,034,026.40	-4,034,026.64	-586,795.58	594,881.26	0.00	-4,628,907.90
Fund Balance	471,297.33	400,822.89	504,134.14	491,797.88	895,435.24	804,460.25
500-00 Expense Control	0.00	0.00	-28,045.14	129,857.36	362,740.00	232,882.64
510-00 Revenue Control	0.00	0.00	532,179.28	315,000.52	532,695.24	217,694.72
600-00 Fund Balance	471,297.33	400,822.89	0.00	46,940.00	0.00	353,882.89
Final Totals	-751.87	107,049.00	87,000.00	53,850,413.75	53,957,462.75	0.00

Expense Summary Report

Fund: 1

August

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVERNMENT	858,848.00	56,414.07	509,269.71	349,578.29	59.30
17 - HEALTH & SANITATION	266,338.00	44,300.00	177,200.00	89,138.00	66.53
18 - MUNICIPAL BUILDING	81,192.00	5,725.37	45,778.49	35,413.51	56.38
20 - GENERAL ASSISTANCE	43,047.00	1,586.84	22,169.31	20,877.69	51.50
22 - TAX ASSESSMENT	244,872.00	6,958.20	136,770.93	108,101.07	55.85
25 - LIBRARY	246,853.00	20,929.03	161,773.32	85,079.68	65.53
31 - FIRE/AMBULANCE DEPARTMENT	2,657,355.00	176,046.58	1,644,314.99	1,013,040.01	61.88
35 - POLICE DEPARTMENT	1,870,972.00	120,629.61	1,054,802.99	816,169.01	56.38
38 - PROTECTION	382,000.00	31,638.16	252,987.48	129,012.52	66.23
39 - CARIBOU EMERGENCY MANAGEMENT	14,130.00	3,342.19	7,467.16	6,662.84	52.85
40 - PUBLIC WORKS	2,709,266.00	108,180.01	1,339,836.93	1,369,429.07	49.45
50 - RECREATION DEPARTMENT	656,665.00	57,557.36	425,776.09	230,888.91	64.84
51 - PARKS	198,997.00	16,279.03	102,812.91	96,184.09	51.67
60 - AIRPORT	101,462.00	935.87	64,063.10	37,398.90	63.14
61 - CARIBOU TRAILER PARK	13,455.00	946.73	7,854.70	5,600.30	58.38
65 - CEMETERIES	6,850.00	1,000.00	5,250.00	1,600.00	76.64
70 - INS & RETIREMENT	90,452.00	27,735.96	59,689.31	30,762.69	65.99
75 - CONTRIBUTIONS	7,648.00	4,600.00	4,600.00	3,048.00	60.15
80 - UNCLASSIFIED	31,775.00	340.37	23,751.37	8,023.63	74.75
85 - CAPITAL IMPROVEMENTS	1,317,950.00	1,317,950.00	1,317,950.00	0.00	100.00
Final Totals	11,800,127.00	2,003,095.38	7,364,118.79	4,436,008.21	62.41

Expense Summary Report

Fund: 2
August

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
52 - SNOWMOIBLE TRAIL MAINTENANCE	70,411.00	2,000.00	72,363.27	-1,952.27	102.77
Final Totals	70,411.00	2,000.00	72,363.27	-1,952.27	102.77

Expense Summary Report

Fund: 3
August

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
24 - HOUSING	142,794.00	18,919.73	80,063.84	62,730.16	56.07
Final Totals	142,794.00	18,919.73	80,063.84	62,730.16	56.07

Expense Summary Report

Fund: 4
August

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
96 - SECTION 8 - FSS PROGAM	64,731.00	4,708.65	34,357.38	30,373.62	53.08
Final Totals	64,731.00	4,708.65	34,357.38	30,373.62	53.08

Expense Summary Report

Fund: 5
August

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
11 - ECONOMIC DEVELOPMENT	308,037.00	26,869.98	115,815.79	192,221.21	37.60
12 - NYLANDER MUSEUM	53,903.00	1,175.16	13,241.57	40,661.43	24.57
Final Totals	361,940.00	28,045.14	129,057.36	232,882.64	35.66

Revenue Summary Report

Fund: 1
August

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	7,453,700.00	4,007,818.80	6,511,351.02	942,348.98	87.36
18 - MUNICIPAL BUILDING	2,000.00	0.00	0.00	2,000.00	0.00
20 - GENERAL ASSISTANCE	19,200.00	987.52	9,995.70	9,204.30	52.06
22 - TAX ASSESSMENT	1,037,800.00	933,010.00	1,129,656.00	-91,856.00	108.85
23 - CODE ENFORCEMENT	6,000.00	792.50	4,427.50	1,572.50	73.79
25 - LIBRARY	5,000.00	732.85	2,604.28	2,395.72	52.09
31 - FIRE/AMBULANCE DEPARTMENT	1,620,913.00	75,828.01	1,159,301.81	461,611.19	71.52
35 - POLICE DEPARTMENT	65,777.00	380.00	14,293.32	51,483.68	21.73
39 - CARIBOU EMERGENCY MANAGEMENT	2,400.00	1,800.00	2,400.00	0.00	100.00
40 - PUBLIC WORKS	202,667.00	0.00	45,118.00	157,549.00	22.26
50 - RECREATION DEPARTMENT	15,600.00	1,090.00	10,830.00	4,770.00	69.42
51 - PARKS	300.00	20.00	20.00	280.00	6.67
60 - AIRPORT	48,000.00	7,110.13	28,530.47	19,469.53	59.44
61 - CARIBOU TRAILER PARK	3,000.00	0.00	2,500.00	500.00	83.33
70 - INS & RETIREMENT	9,000.00	7,467.00	7,467.00	1,533.00	82.97
Final Totals	10,491,357.00	5,037,036.81	8,928,495.10	1,562,861.90	85.10

Revenue Summary Report

Fund: 2
August

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
52 - SNOWMOIBLE TRAIL MAINTENANCE	72,350.00	2,000.00	4,874.82	67,475.18	6.74
Final Totals	72,350.00	2,000.00	4,874.82	67,475.18	6.74

Revenue Summary Report

Fund: 3
August

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
24 - HOUSING	142,794.00	7,201.54	57,973.77	84,820.23	40.60
Final Totals	142,794.00	7,201.54	57,973.77	84,820.23	40.60

Revenue Summary Report

Fund: 4

August

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
96 - SECTION 8 - FSS PROGAM	64,455.00	21,485.00	42,700.00	21,755.00	66.25
Final Totals	64,455.00	21,485.00	42,700.00	21,755.00	66.25

Revenue Summary Report
Fund: 5
August

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
11 - ECONOMIC DEVELOPMENT	315,000.00	532,179.04	532,653.04	-217,653.04	169.10
12 - NYLANDER MUSEUM	0.00	0.24	41.68	-41.68	----
Final Totals	315,000.00	532,179.28	532,694.72	-217,694.72	169.11



City Manager's Report
September 25, 2023

Economic Projects

River Front - Powerplants	Received CERCLA Action Plan. They will be onsite 10/3.
Broadband Initiative	No new updates.
CDBG	No new updates.
Ogren Dump Solar Project	No new updates.
Events and Marketing	Parks and Recreation is working on the Annual Craft Fair & Trunk or Treat.
Landbank	Councilor Bagley has been looking into Land Bank ideas & presented to the Housing Board of Commissioners at their last meeting.
Chapter 13 Rewrite	No new updates.
Federal American Rescue Plan Act	No new updates.
Blight Cleanup	Mailed more Notices of Violation. Working with Steve Wentworth on coming up with a clear action plan.
Birdseye Cleanup	No new updates.
Caribou Development Committee	Very productive meeting on 9/20.
River Front - Master Plan	Submitted the NEPA review document for NBRC.
Façade Improvement Program	The Fall application period is open. Applications due September 29.
Aldrich ATV/Snowmobile Storage	No new updates.
Caribou Economic Growth Council	No new updates.
Business Outreach	No new updates.

Other Administrative Projects

Tax Acquired Property Policy	No new updates.
Nylander	Work is ongoing.
Fire Structural Work	No new updates.
Fire Station Renovations	No new updates.
Police Station	A new concept plan has been submitted by Artifex. It is not a final design.
River Road	No new updates.
Investment Policy	No new updates.
Trailer Park Closure	No new updates.
Cable Franchise Renewal	No new updates.
Airport	No new updates.
Personnel Policy	No new updates.
New LED Street lights	No new updates.
Comp Plan Update	Economy work session will be held on Thursday September 28 at the Wellness Center. All are invited.
LD 2003 Implementation	No new updates.
15 Prospect Street	Owner in jail. We are working on a solution.
Water Street Fire	Also working on a solution for this property.
Age-Friendly Efforts	No new updates.
Personnel Changes	No new updates.
DOT Village Partnership	RFP is out.
Aroostook Waste Solutions	Construction of 5&6 underway despite all of the rain.
Cary Medical Center	100th Anniversary in 2024. Planning underway. If you have old photos, memorabilia or stories, please reach out to Bill Flagg.
Administrative Approvals	No new updates.
Other Updates	No new updates.

**CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

TO: Caribou City Council Members
FROM: Danielle Brissette
RE: Ordinance No. 4, 2023 Series, Amending Chapter 17 General Assistance
DATE: September 19, 2023

Each year a new set of General Assistance Maximums are provided by the Maine Welfare Director's Association (MWDA) and Maine Municipal Administration (MMA) and we must make adjustments to our Maximums as set by the state. We do have the option to place higher amounts for the maximums, but at this time it is not believed to be necessary to do so.

Tonight, we need to introduce Ordinance No. 4, 2023 Series, Amending Chapter 17 General Assistance, and then hold a public hearing at a future meeting to accept the new maximums.

Janet T. Mills
Governor

Jeanne M. Lambrew, Ph.D.
Commissioner



Maine Department of Health and Human Services
Office for Family Independence
109 Capitol St.
11 State House Station
Augusta, Maine 04333-0011
Tel.: (207) 624-4168; Toll-Free: (800) 442-6003
TTY: Dial 711 (Maine Relay); Fax: (207) 287-3455

To: Welfare Officials and Contracted Agents
From: Sara Denson, Program Manager, General Assistance
Date: August 28, 2023
Subject: New GA Maximums for October 1, 2023

Enclosed please find the following items:

- MMA's new (October 1, 2023–September 30, 2024) “**General Assistance Ordinance Appendices**” (A – H).
- Recovery Residence Housing Maximums (October 1, 2023-September 30, 2024)
- “**GA Ordinance Adoption Form**” which was developed so that municipalities may easily send DHHS proof of the adoption of any updated or changed GA Ordinance. Once the selectpersons or council adopts the new ordinance, the enclosed form should be signed and submitted to DHHS. (*see “Filing of GA Ordinance and/or Appendices” below for further information*).
- “**GA Maximums Adoption Form**” which was developed so that municipalities may easily send DHHS proof of GA maximums adoption. Once the selectpersons or council adopts the new maximums, the enclosed form should be signed and submitted to DHHS. (*see “Filing of GA Ordinance and/or Appendices” below for further information*).

Updates

Please note that updates have been made to Appendix A (overall maximums), Appendix B (food maximums), and Appendix C (housing maximums) of the General Assistance Ordinance. There is also a new Recovery Residence Housing Maximums guide. You can find information about the MMA Model Ordinance on the Maine Welfare Director’s Association (MWDA) website at www.mainewelfaredirectors.org.

Appendix A – H

The enclosed Appendices A – H have been revised for your municipality’s General Assistance Ordinance. These new Appendices, **once adopted**, should replace the existing Appendices A – G. Even if you are not updating your GA Ordinance, **the municipal officers must approve/adopt the new Appendices yearly.**

The Adoption Process

The **municipal officers (i.e., selectpersons/council)** adopt the local **General Assistance Ordinance and yearly Appendices**, even in town meeting communities. The law requires that the municipal officers conduct a **notice and hearing** prior to the adoption of the Ordinance and/or Appendices. Seven days posted notice is recommended, unless local law (or practice) provides otherwise.

At the hearing, the municipal officers should:

- 1) Allow all interested members of the public an opportunity to comment on the proposed ordinance;
- 2) End public discussion, close the hearing; and
- 3) Move and vote to adopt the ordinance and/or appendices either in its posted form or as amended in light of public discussion.

Municipalities May Establish Their Own Maximums

Municipalities may establish their own maximum levels of assistance provided that the proposed levels of assistance are reasonable and meet adequate standards sufficient to maintain the health and safety of applicants in the municipality. The municipality must submit to the Department documentation to justify these levels of assistance and verify that the figures developed are appropriate to maintain health and decency.

A municipality's maximum assistance level for Food may not be below the Department provided figures which are issued by the USDA and published annually following a study of cost of food for various family sizes. A market basket survey may be used to establish food maximums if the maximums provided by the USDA are insufficient to maintain health in the municipality. (C.M.R. 10-144, Chapter 323, Section V).

Filing of GA Ordinance and/or Appendices

Please remember that General Assistance law requires each municipality to send DHHS a copy of its ordinance once adopted, should that ordinance differ from the MMA Model. Any changes or amendments, such as new Appendices, must also be submitted to DHHS. DHHS will accept the enclosed "adoption sheet" as proof that your Municipal Officers have adopted the current MMA Model GA maximums and/or ordinance. If you are not making changes to your adopted ordinance, you are only required to submit verification that the new Appendices have been adopted.

Oct 1, 2023 to Sept 30, 2024

OVERALL MAXIMUMS (A)

Persons in Household

1	2	3	4	5
\$742	\$812	\$951	\$1,281	\$1,464

Household of 6 = \$1,539
* Add \$75 for each additional person

FOOD MAXIMUMS (B)

Persons	Weekly	Monthly
1	\$67.67	\$291.00
2	\$124.42	\$535.00
3	\$178.14	\$766.00
4	\$226.28	\$973.00
5	\$268.60	\$1,155.00
6	\$322.33	\$1,386.00
7	\$356.28	\$1,532.00
8	\$407.21	\$1,751.00

Add \$211 per month for each + person

HEATING FUEL (E)

Month	Gallons	Month	Gallons
January	225	Jun-Aug	0
February	225	September	50
March	125	October	100
April	125	November	200
May	50	December	200

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

HOUSING MAXIMUMS (C)

BEDROOM	UNHEATED		Heated	
	Weekly	Monthly	Weekly	Monthly
0	\$134	\$577	\$169	\$726
1	\$139	\$598	\$185	\$794
2	\$156	\$672	\$216	\$929
3	\$218	\$940	\$292	\$1,256
4	\$243	\$1,044	\$333	\$1,434

PERSONAL CARE & HOUSEHOLD SUPPLIES (F)

Number in Household	Weekly Amount	Monthly Amount
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

Number of Children	Weekly Amount	Monthly Amount
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

MILEAGE RATE (G)

46 cents (\$0.46) per mile

FUNERAL MAXIMUMS (H)

Burial: \$1,475+; Cremation: \$1,025+

ELECTRIC (D)

NOTE: For an electrically heated dwelling also see "Heating Fuel" maximums below. But remember, an applicant is not automatically entitled to the "maximums" established applicants must demonstrate need.

1) Electricity Maximums for Households Without Electric Hot Water: The maximum amounts allowed for utilities, for lights, cooking and other electric uses excluding electric hot water and heat:

Number in Household	Weekly	Monthly
1	\$19.95	\$85.50
2	\$22.52	\$96.50
3	\$24.97	\$107.00
4	\$27.53	\$118.00
5	\$29.88	\$128.50
6	\$32.55	\$139.50

NOTE: For each additional person add \$10.50 per month.

2) Electricity Maximums for Households With Electrically Heated Hot Water: The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses excluding heat:

Number in Household	Weekly	Monthly
1	\$29.63	\$127.00
2	\$34.07	\$146.00
3	\$39.67	\$170.00
4	\$46.32	\$198.50
5	\$55.65	\$238.50
6	\$58.68	\$251.50

NOTE: For each additional person add \$14.50 per month.

1-800-442-6003

Revised 8/28/23

2023-2024 GA Overall Maximums

Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Bangor HMFA: Bangor, Brewer, Eddington, Glenburn, Hampden, Hermon, Holden, Kenduskeag, Milford, Old Town, Orono, Orrington, Penobscot Indian Island Reservation, Veazie	886	1,029	1,316	1,638	2,241
Cumberland County HMFA: Baldwin, Bridgton, Brunswick, Harpswell, Harrison, Naples, New Gloucester, Pownal, Sebago	1,103	1,235	1,626	2,049	2,215
Lewiston/Auburn MSA: Auburn, Durham, Greene, Leeds, Lewiston, Lisbon, Livermore, Livermore Falls, Mechanic Falls, Minot, Poland, Sabattus, Turner, Wales	853	925	1,186	1,543	1,870
Penobscot County HMFA: Alton, Argyle UT, Bradford, Bradley, Burlington, Carmel, Carroll plantation, Charleston, Chester, Clifton, Corinna, Corinth, Dexter, Dixmont, Drew plantation, East Central Penobscot UT, East Millinocket, Edinburg, Enfield, Etna, Exeter, Garland, Greenbush, Howland, Hudson, Kingman UT, Lagrange, Lakeville, Lee, Levant, Lincoln, Lowell town, Mattawamkeag, Maxfield, Medway, Millinocket, Mount Chase, Newburgh Newport, North Penobscot UT, Passadumkeag, Patten, Plymouth, Prentiss UT, Seboeis plantation, Springfield, Stacyville, Stetson, Twombly UT, Webster plantation, Whitney UT, Winn, Woodville	846	853	1,126	1,408	1,537
Portland HMFA: Cape Elizabeth, Casco, Chebeague Island, Cumberland, Falmouth, Freeport, Frye Island, Gorham, Gray, Long Island, North Yarmouth, Portland, Raymond, Scarborough, South Portland, Standish, Westbrook, Windham, Yarmouth; Buxton, Hollis, Limington, Old Orchard Beach	1,367	1,593	2,045	2,611	3,201
Sagadahoc HMFA: Arrowsic, Bath, Bowdoin, Bowdoinham, Georgetown, Perkins UT, Phippsburg, Richmond, Topsham, West Bath, Woolwich	938	1,118	1,360	1,857	2,219

Appendix A

Effective: 10/01/23-09/30/24

COUNTY	1	2	3	4	5*
York County HMFA: Acton, Alfred, Arundel, Biddeford, Cornish, Dayton, Kennebunk, Kennebunkport, Lebanon, Limerick, Lyman, Newfield, North Berwick, Ogunquit, Parsonsfield, Saco, Sanford, Shapleigh, Waterboro, Wells	1,154	1,217	1,509	1,961	2,207
York/Kittery/S.Berwick HMFA: Berwick, Eliot, Kittery, South Berwick, York	1,327	1,393	1,834	2,489	3,175

*Note: Add \$75 for each additional person.

Non-Metropolitan Areas

Persons in Household

COUNTY	1	2	3	4	5*
Aroostook County	742	812	951	1,281	1,464
Franklin County	781	834	1,033	1,383	1,695
Hancock County	965	996	1,198	1,521	1,655
Kennebec County	879	899	1,120	1,470	1,587
Knox County	905	913	1,120	1,490	1,592
Lincoln County	1,004	1,013	1,282	1,582	2,069
Oxford County	873	878	1,072	1,514	1,761
Piscataquis County	752	810	1,000	1,326	1,598
Somerset County	810	851	1,098	1,430	1,532
Waldo County	1,041	1,047	1,256	1,558	2,132
Washington County	811	816	1,060	1,328	1,453

* Please Note: Add \$75 for each additional person.

Appendix B

Effective: 10/01/23 to 09/30/24

2023-2024 Food Maximums

Please Note: The maximum amounts allowed for food are established in accordance with the [U.S.D.A. Thrifty Food Plan](#). As of October 1, 2023, those amounts are:

Number in Household	Weekly Maximum	Monthly Maximum
1	\$ 67.67	\$ 291.00
2	124.42	535.00
3	178.14	766.00
4	226.28	973.00
5	268.60	1,155.00
6	322.33	1,386.00
7	356.28	1,532.00
8	407.21	1,751.00

Note: For each additional person add \$219 per month.

2023-2024 GA Housing Maximums (Heated & Unheated Rents)

NOTE: NOT ALL MUNICIPALITIES SHOULD ADOPT THESE SUGGESTED HOUSING MAXIMUMS! ONLY consider adopting the following numbers if these figures are consistent with local rent values. If not, a market survey should be conducted, and the figures altered accordingly. The results of any such survey must be presented to DHHS prior to adoption. **Or, no housing maximums should be adopted and eligibility should be analyzed in terms of the Overall Maximum—Appendix A. (See Instruction Memo for further guidance.)**

Non-Metropolitan FMR Areas

<u>Aroostook County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	134	577	169	726	
1	139	598	185	794	
2	156	672	216	929	
3	218	940	292	1,256	
4	243	1,044	333	1,434	
<u>Franklin County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	143	616	178	765	
1	144	620	190	816	
2	175	754	235	1,011	
3	242	1,042	316	1,358	
4	296	1,275	387	1,665	
<u>Hancock County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	191	821	221	950	
1	191	821	228	979	
2	222	956	274	1,177	
3	285	1,227	348	1,496	
4	301	1,293	378	1,625	
<u>Kennebec County</u>		<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly	
0	171	735	201	864	
1	171	735	205	882	
2	204	878	256	1,099	
3	274	1,176	336	1,445	
4	285	1,225	362	1,557	

Non-Metropolitan FMR Areas

<u>Knox County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	177	761	207	890
1	177	761	208	896
2	204	878	256	1,099
3	278	1,196	341	1,465
4	286	1,230	363	1,562
<u>Lincoln County</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	200	860	230	989
1	200	860	232	996
2	242	1,040	293	1,261
3	300	1,288	362	1,557
4	397	1,707	474	2,039
<u>Oxford County</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	169	729	200	858
1	169	729	200	861
2	193	830	244	1,051
3	284	1,220	346	1,489
4	325	1,399	403	1,731
<u>Piscataquis County</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	136	587	171	736
1	139	596	184	792
2	168	721	227	978
3	229	985	302	1,301
4	274	1,178	365	1,568
<u>Somerset County</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	155	666	185	795
1	155	666	194	834
2	199	856	250	1,077
3	264	1,136	327	1,405
4	272	1,170	349	1,502

Non-Metropolitan FMR Areas

<u>Waldo County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	209	897	239	1,026
1	209	897	239	1,030
2	236	1,014	287	1,235
3	294	1,264	357	1,533
4	412	1,770	489	2,102

<u>Washington County</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	155	667	185	796
1	155	667	186	799
2	190	818	242	1,036
3	241	1,034	303	1,303
4	254	1,091	331	1,423

Metropolitan FMR Areas

<u>Bangor HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	172	742	203	871
1	196	841	235	1,012
2	250	1,074	301	1,295
3	313	1,344	375	1,613
4	437	1,879	514	2,211

<u>Cumberland Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	223	959	253	1,088
1	244	1,047	283	1,218
2	322	1,384	373	1,605
3	408	1,755	471	2,024
4	431	1,853	508	2,185

<u>Lewiston/Auburn MSA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	165	709	195	838
1	171	737	211	908
2	220	944	271	1,165
3	291	1,249	353	1,518
4	351	1,508	428	1,840

Metropolitan FMR Areas

<u>Penobscot Cty. HMFA</u>	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	163	702	193	831
1	163	702	194	836
2	206	884	257	1,105
3	259	1,114	322	1,383
4	273	1,175	351	1,507
<u>Portland HMFA</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	284	1,223	314	1,352
1	327	1,405	366	1,576
2	419	1,803	471	2,024
3	539	2,317	601	2,586
4	660	2,839	738	3,171
<u>Sagadahoc Cty. HMFA</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	185	794	215	923
1	216	930	256	1,101
2	260	1,118	311	1,339
3	364	1,563	426	1,832
4	432	1,857	509	2,189
<u>York Cty. HMFA</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	235	1,010	265	1,139
1	239	1,029	279	1,200
2	295	1,267	346	1,488
3	388	1,667	450	1,936
4	429	1,845	506	2,177
<u>York/Kittery/S. Berwick HMFA</u>				
	<u>Unheated</u>		<u>Heated</u>	
Bedrooms	Weekly	Monthly	Weekly	Monthly
0	275	1,183	305	1,312
1	280	1,205	320	1,376
2	370	1,592	422	1,813
3	511	2,195	573	2,464
4	654	2,813	731	3,145

2023-2024 GA MAXIMUMS SUMMARY SHEET

Note: The overall maximums found in *Appendices A, B, C, D, E, and F* are effective from **October 1, 2023 to September 30, 2024.**

APPENDIX A - OVERALL MAXIMUMS

<u>County</u>	<u>Persons in Household</u>					
	1	2	3	4	5	6
NOTE: For each additional person add \$75 per month.						
(The applicable figures from Appendix A, <i>once adopted</i>, should be inserted here.)						

APPENDIX B - FOOD MAXIMUMS

<u>Number in Household</u>	<u>Weekly Maximum</u>	<u>Monthly Maximum</u>
1	\$ 67.67	\$ 291.00
2	124.42	535.00
3	178.14	766.00
4	226.28	973.00
5	268.60	1,155.00
6	322.33	1,386.00
7	356.28	1,532.00
8	407.21	1,751.00

NOTE: For each additional person add \$219 per month.

APPENDIX C - HOUSING MAXIMUMS

Number of Bedrooms	<u>Unheated</u>		<u>Heated</u>	
	Weekly	Monthly	Weekly	Monthly
0				
1				
2				
3				
4				

(The applicable figures from Appendix C, *once adopted*, should be inserted here.)

FOR MUNICIPAL USE ONLY

APPENDIX D - UTILITIES

ELECTRIC

NOTE: For an electrically heated dwelling also see “Heating Fuel” maximums below. But remember, an applicant is *not automatically* entitled to the “maximums” established—applicants must demonstrate need.

1) **Electricity Maximums for Households Without Electric Hot Water:** The maximum amounts allowed for utilities, for lights, cooking and other electric uses *excluding* electric hot water and heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$19.95	\$ 85.50
2	\$22.52	\$ 96.50
3	\$24.97	\$107.00
4	\$27.53	\$118.00
5	\$29.88	\$128.50
6	\$32.55	\$139.50

NOTE: For each additional person add \$10.50 per month.

2) **Electricity Maximums for Households With Electrically Heated Hot Water:** The maximum amounts allowed for utilities, hot water, for lights, cooking and other electric uses *excluding* heat:

<u>Number in Household</u>	<u>Weekly</u>	<u>Monthly</u>
1	\$29.63	\$127.00
2	\$34.07	\$146.00
3	\$39.67	\$170.00
4	\$46.32	\$198.50
5	\$55.65	\$238.50
6	\$58.68	\$251.50

NOTE: For each additional person add \$14.50 per month.

NOTE: For electrically heated households, the maximum amount allowed for electrical utilities per month shall be the sum of the appropriate maximum amount under this subsection and the appropriate maximum for heating fuel as provided below.

APPENDIX E - HEATING FUEL

<u>Month</u>	<u>Gallons</u>	<u>Month</u>	<u>Gallons</u>
September	50	January	225
October	100	February	225
November	200	March	125
December	200	April	125
		May	50

FOR MUNICIPAL USE ONLY

NOTE: When the dwelling unit is heated electrically, the maximum amount allowed for heating purposes will be calculated by multiplying the number of gallons of fuel allowed for that month by the current price per gallon. When fuels such as wood, coal and/or natural gas are used for heating purposes, they will be budgeted at actual rates, if they are reasonable. No eligible applicant shall be considered to need more than 7 tons of coal per year, 8 cords of wood per year, 126,000 cubic feet of natural gas per year, or 1000 gallons of propane.

APPENDIX F - PERSONAL CARE & HOUSEHOLD SUPPLIES

<u>Number in Household</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1-2	\$10.50	\$45.00
3-4	\$11.60	\$50.00
5-6	\$12.80	\$55.00
7-8	\$14.00	\$60.00

NOTE: For each additional person add \$1.25 per week or \$5.00 per month.

SUPPLEMENT FOR HOUSEHOLDS WITH CHILDREN UNDER 5

When an applicant can verify expenditures for the following items, a special supplement will be budgeted as necessary for households with children under 5 years of age for items such as cloth or disposable diapers, laundry powder, oil, shampoo, and ointment up to the following amounts:

<u>Number of Children</u>	<u>Weekly Amount</u>	<u>Monthly Amount</u>
1	\$12.80	\$55.00
2	\$17.40	\$75.00
3	\$23.30	\$100.00
4	\$27.90	\$120.00

FOR MUNICIPAL USE ONLY

2023-2024 Mileage Rate

This municipality adopts the State of Maine travel expense reimbursement rate as set by the Office of the State Comptroller. The current rate for approved employment and necessary medical travel etc. is 46 cents (46¢) per mile.

Please refer to the Office of the State Controller for changes to this rate at 626-8420 or visit <http://www.state.me.us/osc/>

Funeral Maximums

Burial Maximums

The maximum amount of general assistance granted for the purpose of burial is **\$1,475**. The municipality's obligation to provide funds for burial purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable burial expenses are limited to:

- removal of the body from a local residence or institution
- a secured death certificate or obituary
- embalming
- a minimum casket
- a reasonable cost for necessary transportation
- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator, where there is an actual cost, for:

- the wholesale cost of a cement liner if the cemetery by-laws require one;
- the opening and closing of the grave site; and
- a lot in the least expensive section of the cemetery. If the municipality is able to provide a cemetery lot in a municipally owned cemetery or in a cemetery under municipal control, the cost of the cemetery lot in any other cemetery will not be paid by the municipality.

Cremation Maximums

The maximum amount of assistance granted for a cremation shall be **\$1,025**.

The municipality's obligation to provide funds for cremation purposes is limited to a reasonable calculation of the funeral director's direct costs, not to exceed the maximum amounts of assistance described in this section. Allowable cremation expenses are limited to:

- removal and transportation of the body from a local residence or institution
- professional fees
- crematorium fees
- a secured death certificate or obituary

Appendix H

Effective: 10/01/23-9/30/24

- other reasonable and necessary specified direct costs, as itemized by the funeral director and approved by the municipal administrator.

Additional costs may be allowed by the GA administrator where there is an actual cost, for:

- a cremation lot in the least expensive section of the cemetery
- a reasonable cost for a burial urn not to exceed \$55
- transportation costs borne by the funeral director at a reasonable rate per mile for transporting the remains to and from the cremation facility.

2023-2024 GA Housing Maximums

Recovery Residences

The following Recovery Residence maximums are in effect from 10/1/2023- 9/30/2024

Non-Metropolitan FMR Areas

<u>Aroostook County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	148.88	595.50

<u>Franklin County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	153.00	612.00

<u>Hancock County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	183.56	734.25

<u>Kennebec County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	165.38	661.50

<u>Knox County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	165.38	672.00

<u>Lincoln County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	186.75	747.00

<u>Oxford County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	161.44	645.75

<u>Piscataquis County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	148.50	594.00

<u>Somerset County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	156.38	599.25

<u>Waldo County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	193.13	772.50

<u>Washington County</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	149.81	599.25

Metropolitan FMR Areas

<u>Bangor HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	189.75	759.00

<u>Cumberland Cty. HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	228.38	913.50

<u>Lewiston/Auburn MSA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	170.25	681.00

<u>Penobscot Cty. HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	156.75	627.00

<u>Portland HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	295.50	1182.00

<u>Sagadahoc Cty. HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	206.44	825.75

<u>York Cty. HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	225.00	900.00

<u>York/Kittery/S Berwick HMFA</u>	<u>Recovery Residence Rates</u>	
	<u>Weekly</u>	<u>Monthly</u>
	258.00	1032.00

[For use when adopting **updated appendices only** without amending the body of an existing GA ordinance]

MUNICIPALITY OF _____
GENERAL ASSISTANCE ORDINANCE

Pursuant to 22 M.R.S. § 4305(1), the municipal officers of the Municipality of _____, after notice and hearing, hereby amend the municipal General Assistance Ordinance by repealing and replacing appendices A through H of the existing ordinance with the attached appendices A through H, which shall be in effect from October 1, 202__ through September 30, 202__. This amendment will be filed with the Maine Department of Health & Human Services (DHHS) pursuant to 22 M.R.S. § 4305(4), and a copy of the ordinance and amended appendices shall be available for public inspection at the municipal office along with a copy of the 22 M.R.S. chapter 1161.

Signed this _____ day of _____, 20____, by the municipal officers:

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

(Print Name)

(Signature)

[Please send a copy of the enactment page only to DHHS, 109 Capitol Street, SHS 11, Augusta, ME 04330-0011]

**CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: September 25, 2023
Re: Discussion & possible action regarding October 10 City Council meeting

The first meeting in October is scheduled for Tuesday October 10. The second Monday is a holiday, so the meeting was scheduled for the next business day. Changing the day of the week sometimes causes schedule conflicts for City Council members, so it was suggested by Mayor Smith that the meeting could be cancelled.

Currently there is no pending business scheduled for that date.

If this is satisfactory, the suggested action is:

Motion to cancel the October 10, 2023, Regular City Council meeting.

Second

Discussion

Vote

**CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: September 25, 2023
Re: MMA Voting Delegate Credentials for the MMA Annual Business Meeting 10/6/2023

The MMA Annual Business Meeting is October 6, 2023.

The City will need a voting delegate.

Suggested action:

Make a motion to authorize City Manager Penny Thompson to appoint a voting delegate and an alternate who will attend the MMA Convention.

Second

Discussion

Vote



**MAINE MUNICIPAL
ASSOCIATION SINCE 1936**

60 Community Drive | Augusta, ME 04330-9486
1-800-452-8786 (in state) | (t) 207-623-8428

To: Key Municipal Officials of MMA Member Cities, Towns and Plantations

From Catherine Conlow, MMA Executive Director

Date: September 1, 2023

Re: Announcement of MMA Annual Business Meeting & Voting Credentials

The Maine Municipal Association Annual Business Meeting is being held in conjunction with the MMA Annual Convention and will take place on **Wednesday, October 4, 2023, at 1:15 p.m.** The meeting will be held in person at the Augusta Civic Center, Augusta, Maine.

Following please find the *MMA Voting Delegates Credential Form* on which the municipal officers may designate their municipality's voting representative and alternate in addition to the proposed agenda for the MMA Annual Business Meeting. If you plan to be at the MMA Annual Convention and would like to have a Voting Delegate represent your municipality, please complete the form, and return to our office by **Monday, October 2, 2023.**

Please note that the MMA Executive Committee is recommending proposed amendments to the MMA bylaws this year. We have enclosed a separate memo from the MMA Executive Committee that provides information on two proposed amendments and includes tracked changes to the appropriate sections of the MMA bylaws for your easy reference. The current MMA Bylaws as adopted in 2013 may be viewed on the MMA website at:

<https://www.memun.org/About/Governance>

We are pleased to have a great line up of speakers and workshops at this year's convention. Please refer to the Convention Program in the August-September issue of the Maine Town & City or at www.memun.org.

If you have any questions on this information, please contact me at 1-800-452-8786 or 623-8428 ext. 2208 or by email cconlow@memun.org.

We look forward to your participation in MMA's Annual Convention and Business Meeting.

**Maine Municipal Association
Annual Business Meeting
Wednesday, October 4, 2023
1:15 p.m. – 2:35 p.m.
Augusta Civic Center**

AGENDA

1. **Introductions and Welcoming Remarks** – MMA President Elaine Aloes
(Chair of Selectboard, Town of Solon)
2. **Approval of 2023 MMA Annual Business Meeting Minutes** – Elaine Aloes
3. **Proposed Bylaw Amendments – Elaine Aloes**
 - A. Article III, Section 2: Affiliate and Patron Status – See attached support materials.
 - B. Article V, Section 3: Nomination Process - See attached support materials.
4. **MMA President’s Report** – Elaine Aloes
5. **Executive Director’s Report** – Catherine Conlow, MMA Executive Director
 - A. Executive Committee Election Results & Introduction of New Executive Committee Members
 - B. Recap of Organizational Priorities and Focus Areas for 2023
 - C. Highlights from September Executive Committee Meeting and focus areas for 2024
6. **Other Business** (*comments from the floor*)
7. **Adjournment**



MAINE MUNICIPAL ASSOCIATION SINCE 1936

60 Community Drive | Augusta, ME 04330-9486
1-800-452-8786 (in state) | (t) 207-623-8428

TO: Key Municipal Officials of MMA Member Cities, Towns and Plantations
FROM: MMA Executive Committee
RE: Proposed MMA By-law Amendments
DATE: September 1, 2023

Proposed Bylaw Amendment 1 – Article III, Section 2 – Patron Status

In June 2023, the Executive Committee authorized staff to delve into the Patron Status membership bylaws and propose changes for your consideration.

Currently there are three categories of patron membership –Individual, Business and Professional – whose members receive varying benefits, with the fees assessed congruently with the package of services provided.

As staff continues to implement the Executive Committee directive to broaden and improve access to municipal employee training, recruitment and retention initiatives and tools, it has come to our attention that further development of the Association’s non-traditional membership products is necessary. Additionally, the changes proposed by staff draw a brighter line among the different users of our products and services.

At a special meeting of the MMA Executive Committee held on August 24, 2023, the Executive Committee supported advancing the proposed changes to **Article III, Section 2: Patron Status** of the MMA By-laws, found in the attached document, to the authorized delegates of municipal members who will convene at the MMA Annual Business Meeting on Wednesday, October 3, 2023 at 1:15 p.m. at the Augusta Civic Center, Augusta, Maine. Incidentally, this meeting will occur on the first day of MMA’s two-day conference.

Proposed Bylaw Amendment 2 – Article V, Section 3 – Nomination Process

Last September, at the request of then MMA President, James Bennett, the Executive Committee approved the appointment of a seven member DEI Special Task Force, which was directed to explore and recommend changes to existing MMA processes and guidelines necessary to encourage a more diverse pool of candidates to considered serving on the Association’s governing board.

The task force included participation from Jim Bennett; Elaine Aloes, then MMA Vice President; Ella Bowman, Oakland Town Manager; Phil Crowell, Auburn City Manager; Ryan Pelletier, Aroostook County Administrator; and Dustin Ward, New Gloucester Select Board member. The task force met four times in late 2022 and early 2023 to identify and discuss barriers in MMA’s nomination process. On March 21, 2023, the group concluded its work by advancing recommended changes to the bylaws regulating membership on the Nominating Committee to the Association’s Executive Committee for its consideration.

In summary, the amendments to the MMA bylaws propose to change and expand the make-up of the MMA Nominating Committee by:

- Reducing from two to one participation from an MMA past president.
- Reducing from two to one participation from an elected officer.
- Including representation from a town or city manager or chief administrative official.
- Including representation from a board member from an affiliate organization.
- Including representation from a municipal employee or volunteer, with endorsement from the Council/selectboard or manager.
- Including representation from a community-based organization representing a marginalized group.

At its May 17, 2023 meeting, the Executive Committee supported advancing the proposed changes to **Article V: Annual Elections, Nomination Process** of the MMA By-laws, found in the attached document, to the authorized delegates of municipal members who will convene at the MMA Annual Business Meeting on Wednesday, October 3, 2023 at 1:15 p.m. at the Augusta Civic Center, Augusta, Maine.

If you have any questions about the task force or the proposed bylaw changes, please do not hesitate to contact Catherine Conlow, MMA Executive Director at 1-800-452-8786 ext. 2218. Additionally, please look to the Augusta/September edition of the Maine Town & City for more information about the task force and its recommendations.

Thank you.



ARTICLE III: Affiliate and Patron Status

~~Section 2. **Patron** status shall be open to individuals, students, professionals, and businesses, whether private or public, for profit or non-profit, that provides direct services to municipalities or that have a general interest in municipal government. There are three Patron status categories: Individual, Professional or Business with varying levels of benefits and annual fees. Active Patron status shall include all Patrons whose fees are current in accordance with policies established by the Executive Committee. The Executive Committee shall establish annual fees and policies relating to payment due dates for Patrons.~~

ARTICLE III: Affiliate and Supporter, Individual, Student, Honorary and Partner Entity Memberships

Section 2. **Supporter Membership: Premier and Standard.** Professionals and businesses, whether private or public, for profit or non-profit, that provide direct services to municipalities or that have a general interest in municipal government are eligible for a Supporter Membership. There are two Supporter categories, Premier and Standard, with varying levels of benefits and annual fees. Active members include all Supporters whose fees are current in accordance with policies established by the Executive Committee. The Executive Committee shall establish annual fees and policies relating to payment due dates for Supporters. The Executive Director retains the right to terminate membership at any time during the year for a violation of an established term or policy.

Section 3. **Individual Membership.** Individuals who have a general interest in municipal government services and operations are eligible for an Individual Membership. The membership provides access to specified MMA resources and services, for an annual fee, and in accordance with policies established by the Executive Committee. Active members include Individuals whose fees are current in accordance with policies established by the Executive Committee. The Executive Committee shall establish annual fees and policies relating to payment due dates for Individuals. The Executive Director retains the right to terminate membership at any time during the year for a violation of an established term or policy.

Section 4. **Student Membership.** A student attending a Maine high school or enrolled in a Maine university, private college, or public college is eligible for a Student Membership. The annual membership provides access to specified MMA resources and services in accordance with policies established by the Executive Committee. The Executive Committee retains the right to terminate membership at any time during the year for a violation of an established term or policy. The Executive Director retains the right to terminate membership at any time during the year for a violation of an established term or policy.

Section 5. **Honorary Membership.** In consultation with the MMA Executive Committee President, the Executive Director may grant an honorary membership to a retired municipal official from a member community or a former MMA employee who left the Association in good standing. The annual membership provides access to MMA resources and services in

accordance with policies established by the Executive Committee. The Executive Director retains the right to terminate membership at any time during the year for a violation of an established term or policy.

Section 6. **Partner Entity Membership.** With approval from the Executive Director and in consultation with the director of Advocacy & Communications and any other department director as deemed necessary by the Executive Director, an entity that partners or collaborates with MMA in the delivery of a product or service that benefits member municipalities is eligible for a Partner Entity Membership. The annual membership provides access to MMA resources and services in accordance with policies established by the Executive Committee. The Executive Director retains the right to terminate membership at any time during the year for a violation of an established term or policy.

ARTICLE V: Annual Elections

Nomination Process

~~Section 3. No later than the end of February of each year, the President, with recommendations from the Executive Committee, shall appoint a five-member Nominating Committee, composed of two elected officials, two Past Presidents, and one member who is either the President of an affiliate organization or is a town or city manager or chief appointed administrative official. The Chair of the Nominating Committee shall be the Immediate Past President. If the Immediate Past President is unable to serve as the Chair, the MMA President shall appoint another Past President to serve as the Chair.~~

No later than the end of February of each year, the President, with recommendations from the Executive Committee, shall appoint a six-member Nominating Committee.

The committee shall be composed of: (1) a Past President, other than the immediate Past President; (2) an elected municipal officer; (3) a town or city manager or chief appointed administrative official; (4) a board member of an affiliate organization; (5) a municipal employee or volunteer, appointed to serve on the committee by either the town or city manager or chief appointed administrative official, or in the absence of a manager or administrative official, the chair of the select board; and (6) a representative from a community-based organization with a legislative or governance focused mission that represents a marginalized group with lived experiences. With exception to the community-based organization representative, appointees must represent a member municipality.

The Chair of the Nominating Committee shall be the Immediate Past President, who shall vote only in the case of a tie. If the Immediate Past President is unable to serve as the Chair, the MMA President shall appoint another Past President to serve as the Chair.

MAINE MUNICIPAL ASSOCIATION

VOTING DELEGATE CREDENTIALS

_____ is hereby designated as the official Voting Delegate and
(name)

_____ as the alternate voting delegate for _____
(name) (municipality)

to the Maine Municipal Association Annual Business Meeting, which is scheduled to be held, Wednesday, October 4, 2023, 1:15 p.m., at the Augusta Civic Center, Augusta, Maine.

The Voting Delegate Credentials may be cast by a majority of the municipal officers, or by a municipal official designated by a majority of the municipal officers of each Municipal member.

Date: _____ Municipality: _____

Signature of a Municipal Official designated by a majority of Municipal Officers:

Name: _____ Position: _____

Or Signature of the Majority of Municipal Officers:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please return this form no later than **Monday, October 2, 2023**, or bring it with you to the MMA Annual Business Meeting. If mailing, send to:

**MMA Annual Business Meeting
Maine Municipal Association
60 Community Drive
Augusta, Maine 04330
Email: kmaines@memun.org**

**CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: September 25, 2023
Re: RSU#39 Request for \$164,500 in funding for the Caribou High School Track Facility

Representatives from RSU#39 will attend tonight's meeting to further discuss the Caribou High School Track facility project. Athletic Director Evan Graves first presented information at the May 8, 2023, meeting.

The RSU#39 is requesting \$164,500 in funding from the City of Caribou for the project. Answers to questions about the project are on the next two pages.

To support this expenditure:

Make a motion to authorize the appropriation of funds from the reserve account named "Tax Relief Funds 2021", G 1-456-00, in the amount of \$164,500 for the Caribou High School Track Facility project to be paid to RSU#39.

Second

Discussion

Vote

In preparation for the September 25, 2023, City Council meeting, I asked if the RSU had a memo or any information they wanted to include in the packet. I also had some general questions. Here are my questions and the answers given by Mark Bouchard, RSU#39 Business Manager:

Is RSU 39 asking the Caribou City Council for money towards the project? And if so, how much?

Yes, \$164,500.00

Has the RSU received the full proposed cost for the project (my recollection is that the last time Mr. Graves presented there was an RFP out but the full cost was not known)?

Construction of the CHS Track Facility is \$850,000. Plus estimated engineering fees of \$17,900 for a total of \$867,900.

What is the cost and where will the money come from? (how much from the ESSER funds, the bond question, regular operations)

The cost to complete the project breakdown is as follows:

\$588,290: ESSERF2 funds.

\$115,000: RSU 39 Capital Reserve Funds

\$164,500: City of Caribou request

If the request from the City is denied, then that portion needed to complete the project will be covered by the bond if approved. If the RSU request is approved, then we will reduce the bond request by that amount respectively.

Will you also be talking about the referendum question? (I see it includes other items like the tennis courts)

We are prepared to talk about the referendum.

As we were considering a request for a bond to cover the potential shortfall in the CHS track project (\$164,500), the RSU 39 Finance Committee (and ultimately the full Board) suggested that we seek a bond to upgrade other CHS athletic facilities that desperately needed upgrading. Complete all these projects at once. These projects been kicked down the road year after year. Recognizing that the costs of completing these projects have increased exponentially, the Board also recognized that continuing to kick thee projects down the road would be fiscally irresponsible to the RSU taxpayers as it would undoubtably cost significantly more to complete these projects later.

In November, the RSU is asking for a bond referendum approval in the amount of \$660,000 broken down as follows:

\$320,000 Electrical Upgrade to the CHS track including new LED lighting but utilizing existing poles to the greatest extent possible.

\$ 50,000: For a new Scoring/Timing Building

\$ 65,000: Reconstruct and resurface CHS Tennis Courts

\$ 43,500: Construction Contingency of 10%

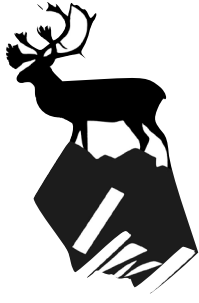
\$ 17,000: Engineering required for Electrical Upgrade

\$495,500 Total CHS Facility Upgrades

\$164,500 Funding needed to complete CHS Track Project

\$660,000

Please note that if we if the City of Caribou decides to participate in the CHS Track and awards us with our request, the RSU would only bond \$495,500 and not the full \$660,000.



Caribou Public Library

DIRECTOR'S REPORT

**To: Mayor and City Councilors
Penny Thompson, City Manager**
From: Peter Baldwin, Library Director
July 2023 Report

The Library's Summer Reading Program continued this month. Patrons we're over the moon with the "Book-opoly" game for this year's summer reading. So far, we have 24 adults signed up, far exceeding this time last year. We also purchased a small scottie dog stamp to track their forms which the teens found hysterical and the adults found adorable.

This month, we had a special visit from the Travelling Magician who put on a magic show for families in the Caribou Room! The magic was truly amazing to watch and the room was packed full with __ in attendance. The kids got to sit up front and watch closely as the Travelling magician performed several fantastic acts with some witty comedy for the adults.

In outside library use, we hosted meetings for Age Friendly Caribou, Recovery Aroostook, and the Aroostook Council for Healthy Families. We also had Nature by Nurture Stop by and run a "Plant Giveaway Program", where individuals were encouraged to come and grab their own free plants to put in their home or garden!

As summer has begun to fully blossom, the staff have begun rotating on vacations this month, with rotating vacations throughout the whole month. The Director is set to be out of office for the first week of August on vacation as well, to return the following week.

That's all for us at the Library, tune in next month for more Library fun!

Peter Baldwin

CIRCULATION STATISTICAL COMPARISON

MATERIAL TYPE	JUL 2022	AUG 2022	SEPT 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUN 2023	JUL 2023
Adult books	518	540	652	556	560	751	519	925	866	703	750	508	505
Juvenile books	736	1,082	815	832	881	661	1,171	483	660	711	726	647	735
Teen/YA books	50	67	91	66	36	30	56	64	77	47	89	61	118
DVDs	132	106	137	109	107	137	119	127	135	58	108	82	47
eBooks/Audiobooks	163	136	142	151	133	141	306	271	363	373	364	269	176
Magazines	57	58	69	69	71	81	17	89	54	41	43	20	50
Interlibrary loans	24	28	33	40	21	40	21	31	29	21	28	56	21
Puzzles	0	0	2	1	2	4	16	0	1	0	6	0	0
STEAM	2	1	8	6	3	17	7	13	9	40	16	18	6
Renewals	385	534	348	387	480	434	410	371	382	334	416	383	453
TOTAL NUMBERS	2,067	2,552	2,297	2,217	2,294	2,296	2,642	2,374	2,576	2,328	2,546	2,044	2,111

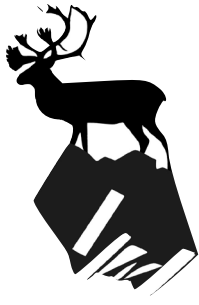
YEAR-TO-DATE OVERALL MONTHLY STATISTICAL COMPARISON

MATERIAL TYPE	JUL 2022	AUG 2022	SEPT 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUN 2023	JUL 2023
Circulation	2,067	2,552	2,297	2,217	2,294	2,296	2,642	2,374	2,576	2,328	2,546	2,044	2,111
Library Visitors	3,936	4,339	3,884	3,803	3,724	3,030	2,599	1,364	3,195	2,606	2,441	2,997	3,230
Wi-Fi access	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note
Books added	115	161	120	137	118	85	76	83	110	95	81	121	86
Books withdrawn	43	254	119	186	192	170	78	703	12	392	22	32	41
Program Participation	1,652	2,435	2,840	3,940	3,256	2,456	3,181	2,878	2,869	3,360	3,034	2,260	
New patrons	23	32	35	47	18	18	15	13	29	9	14	24	23
Archives (# of users)	34	41	58	42	42	25	42	37	36	73	44	41	39

**As of 2020 the Maine State Library is now requiring that public libraries track renewals as part of their statistics. STEAM Kits made available in November 2021 **

YEAR-TO-DATE MONTHLY CIRCULATION COMPARISON

Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
2017	1,429	1,647	2,165	1,671	1,782	2,053	2,086	2,225	1,995	2,335	2,284	2,094	23,766
2018	1,789	1,755	2,396	2,758	2,192	2,501	2,629	3,166	2,727	2,894	2,587	2,104	29,498
2019	2,924	2,026	2,728	2,663	2,116	1,979	2,519	2,297	2,129	2,099	1,603	1,770	26,853
2020	2,404	2,415	1,710	289	281	1,113	2,040	3,327	2,990	3,278	3,063	3,525	26,435
2021	3,850	3,710	4,434	2,270	1,947	2,451	2,277	2,477	2,367	2,116	2,246	1,838	31,983
2022	2,039	1,709	2,193	2,043	1,987	1,994	2,067	2,552	2,297	2,217	2,294	2,296	25,688
2023	2,642	2,374	2,576	2,328	2,546	2,044	2,111						16,621



Caribou Public Library

DIRECTOR'S REPORT

**To: Mayor and City Councilors
Penny Thompson, City Manager**
From: Peter Baldwin, Library Director
August 2023 Report

The Library's Summer Reading Program ended this month. We had 68 Children sign up, as well as 30 teen and adults. The Teen and Adult participation this year was more than double any previous year. This year, we decided to do different prizes for the children. Rather than magazine subscriptions that take a few months to begin being delivered, we chose to give them all small prize packs and free children's books. We had 3 big winners in our Children's room, who received a larger prize pack that conined a \$10 gift certificate to Barnes and Noble. For the Adults, two readers were drawn of those that completed to receive a \$25 gift certificate to Neighborhood Books in Presque Isle.

The Knitting group has continued to go beyond expectations. While the adult section sees an average of 3 adults per week, the children's group seems to only grow. Every week we have at least 2 new children who come to learn how to crochet, knit, or just to show off their skills and pieces they made. While school going back into session may affect these numbers, I have no doubt that we will continue to see some active participation!

This onth, the library received a grant through the Maine State Library's Remote Work Through Libraries Program. Our award ammount was for \$5,000, which was for the acquisition of technology necessary to create a Mobile Hotspot and Laptop Lending Program. With these funds we were able to purchase 7 laptops, 11 hotspots, 7 keyboards, 7 computer mice, and 7 headsets. All of these materials will be used to create kits that will be available to the public for a 14 day period, allowing them reliable accesss to the internet. The garnt funding was enough to also include the first year of mobile data for all hotspots. We are excited for this program and have begun to catalog all of the materials recently received.

The Library Director was out sick with COVID for much of this month, but still attended several meeting and began prepping for Board and Friends meetings. The

Library Director also met with the City Manager and the Director of Public Works to discuss library repairs to go out to bid soon for our awning, painting, and front stairs. At this meeting, we also discussed the graffiti on the back side of the building. The Director and Staff have tried power washing, cleaning, and wire scrubbing to get the spray paint off of the brick. Unfortunately, all methods failed. Dave Ouellette mentioned that he knows of a contractor who may be able to get the spray paint off, who has since agreed to take care of the problem.

The Library Director also met with Bob Sowers of Oak Leaf Systems to discuss expediting the process of getting an outdoor camera facing our back yard. The discussion included the placement of a camera and contact with an electrician to install a floodlight. This camera will be designed to connect directly to the police station rather than on a closed circuit.

That's all for us at the Library, tune in next month!

Peter Baldwin

CIRCULATION STATISTICAL COMPARISON

MATERIAL TYPE	AUG 2022	SEPT 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUN 2023	JUL 2023	AUG 2023
Adult books	540	652	556	560	751	519	925	866	703	750	508	505	559
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DVDs	106	137	109	107	137	119	127	135	58	108	82	47	112
eBooks/Audiobooks	136	142	151	133	141	306	271	363	373	364	269	176	180
Magazines	58	69	69	71	81	17	89	54	41	43	20	50	18
Interlibrary loans	28	33	40	21	40	21	31	29	21	28	56	21	27
Puzzles	0	2	1	2	4	16	0	1	0	6	0	0	0
STEAM	1	8	6	3	17	7	13	9	40	16	18	6	11
Renewals	534	348	387	480	434	410	371	382	334	416	383	453	395
TOTAL NUMBERS	2,552	2,297	2,217	2,294	2,296	2,642	2,374	2,576	2,328	2,546	2,044	2,111	2,144

YEAR-TO-DATE OVERALL MONTHLY STATISTICAL COMPARISON

MATERIAL TYPE	AUG 2022	SEPT 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUN 2023	JUL 2023	AUG 2023
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Library Visitors	4,339	3,884	3,803	3,724	3,030	2,599	1,364	3,195	2,606	2,441	2,997	3,230	3,072
Wi-Fi access	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note	** See Note
Books added	161	120	137	118	85	76	83	110	95	81	121	86	92
Books withdrawn	254	119	186	192	170	78	703	12	392	22	32	41	40
Program Participation	2,435	2,840	3,940	3,256	2,456	3,181	2,878	2,869	3,360	3,034	2,260	2,168	
New patrons	32	35	47	18	18	15	13	29	9	14	24	23	20
Archives (# of users)	41	58	42	42	25	42	37	36	73	44	41	39	36

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YEAR-TO-DATE MONTHLY CIRCULATION COMPARISON

Year	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	TOTAL
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2018	1,789	1,755	2,396	2,758	2,192	2,501	2,629	3,166	2,727	2,894	2,587	2,104	29,498
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2020	2,404	2,415	1,710	289	281	1,113	2,040	3,327	2,990	3,278	3,063	3,525	26,435
2021	3,850	3,710	4,434	2,270	1,947	2,451	2,277	2,477	2,367	2,116	2,246	1,838	31,983
2022	2,039	1,709	2,193	2,043	1,987	1,994	2,067	2,552	2,297	2,217	2,294	2,296	25,688
2023	2,642	2,374	2,576	2,328	2,546	2,044	2,111	2,144					18,765

Monthly Permit Report

August 2023

	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR MONTH	PRIOR YEAR TO DATE
BUILDING PERMITS	4	32	11	40
HOMES	1	4	1	2
MOBILE HOMES	0	0	0	2
MULTI-FAMILY	0	0	0	0
COMMERCIAL	0	11	0	5
EXEMPT	0	4	0	1
PLUMBING PERMITS				
INTERNAL	1	11	2	11
EXTERNAL	3	9	2	5
DEMO PERMITS	1	9	3	15
SIGN PERMITS	0	3	1	11

Year-to-Date is January 2023 to August 2023



CARIBOU HOUSING AUTHORITY
 - HOUSING CHOICE VOUCHER -
 - MAINSTREAM PROGRAM -
 - FOSTER YOUTH PROGRAM -
 - EMERGENCY HOUSING VOUCHER PROGRAM-
 FAMILY SELF-SUFFICIENCY PROGRAM
 LANDLORD PARTICIPATION INCENTIVE PROGRAM

WAITING LIST STATISTICS

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Applicants in Jurisdiction	35	0	39	6	28	28	16	40					192
VAWA Preference	1	0	0	0	0			6					7
Veteran's Preference	2	0	0	0	0			4					6
Natural Disaster	0	0	0	1	1	1	0	0					3
Living in Caribou	19	0	29	5	15	15	10	25					118
Mainstream	16	0	16	3	8	8	7	14					72

HOUSING CHOICE VOUCHER PROGRAM

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
HUD Allocated Vouchers	196	196	196	196	196	196	196	196					1568
Total Vouchers Leased	174	171	175	173	170	172	172	170					1377
Port Out Vouchers	1	-	-	-	0	0	0	0					1
Homeownership Vouchers	1	1	1	1	1	1	1	1					8
All Other Housing Choice Vouchers	172	170	174	172	169	171	171	169					1368

YTD Openings	22	25	21	23	26	24	24	26					191
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Applicants Pulled From Waiting List	0	26	0	56	0	0	40	0					122
Vouchers Issued	0	11	4	2	1	6	1	5					30
Vouchers on Street	6	12	9	10	3	8	7	4					59

Total HAP Expense	\$ 83,917	\$ 84,098	\$ 85,943	\$ 85,871	\$ 84,700	\$ 85,614	\$ 85,867	\$ 85,919					\$ 681,929
All Other Voucher	\$ 73,818	\$ 74,074	\$ 75,447	\$ 75,813	\$ 75,069	\$ 75,707	\$ 77,632	\$ 77,925					\$ 605,485
Port Out Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -
Homeownership HAP	\$ 284	\$ 284	\$ 284	\$ 284	\$ 284	\$ 284	\$ 373	\$ 397					\$ 2,474
FSS Escrow, Participants Account	\$ 9,815	\$ 9,740	\$ 10,212	\$ 9,774	\$ 9,347	\$ 9,623	\$ 7,862	\$ 7,597					\$ 73,970

Ave. Per Unit Cost	\$ 482	\$ 492	\$ 491	\$ 496	\$ 498	\$ 498	\$ 499	\$ 505					\$ 495
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Lease Up Rates	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
HUD Allocated -vs- Leased	89%	87%	89%	88%	87%	88%	88%	87%					88%
HUD Funded -vs- HAP Expense	97%	97%	104%	104%	#DIV/0!	148%	98%	98%					106%

MAINSTREAM VOUCHERS

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Allocated Vouchers	40	40	40	40	40	40	40	40					320
Total Vouchers Leased	32	32	30	29	32	33	35	35					258

Total HAP Expense	\$ 14,685	\$ 15,078	\$ 13,655	\$ 14,789	\$ 17,055	\$ 17,834	\$ 16,019	\$ 17,148					\$ 126,263
HAP Expense	\$ 14,014	\$ 14,703	\$ 13,280	\$ 14,087	\$ 16,353	\$ 17,043	\$ 15,060	\$ 16,189					\$ 120,729
FSS Escrow, Participants Account	\$ 671	\$ 375	\$ 375	\$ 702	\$ 702	\$ 791	\$ 959	\$ 959					\$ 5,534

YTD Openings	8	8	10	11	8	7	5	5					62
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Applicants Pulled from Waiting List	0	13	0	0	0	0	10	0					23
Vouchers Issued	0	2	7	0	0	0	1	5					15
Vouchers on Street	0	2	10	8	7	1	2	1					31

EMERGENCY HOUSING VOUCHERS

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Allocated Vouchers	15	15	15	15	15	15	15	15	#				135
Total Vouchers Leased	13	12	13	12	13	12	12	12	##	##	##		147

Total HAP Expenses	\$ 8,284	\$ 7,831	\$ 8,545	\$ 8,292	\$ 8,464	\$ 7,526	\$ 7,175	\$ 6,652	\$ -	\$ -	\$ -	\$ -	\$ 62,769
HAP Expense	\$ 7,493	\$ 7,040	\$ 7,754	\$ 7,501	\$ 7,673	\$ 6,874	\$ 6,334	\$ 6,334					\$ 57,003
FSS Escrow, Participants Account	\$ 791	\$ 791	\$ 791	\$ 791	\$ 791	\$ 652	\$ 841	\$ 318					\$ 5,766

YTD Openings	2	3	2	3	2	3	3	3					21
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Vouchers Issued	1	0	2	1	2	0	0	0					6
Vouchers on Street	0	0	1	1	3	3	3	2					13

HOUSING QUALITY STANDARDS INSPECTIONS

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Initial Inspection	6	3	4	1	6	4	1	1					26
Annual Inspection	0	0	0	0	1	0	0	0					1
Tenant/Landlord Requested	1	0	0	0	1	1	0	0					3
No Show			0	0	0	0	0	0					0
Reinspection(s)	0	0	0	0	1	0	2	0					3
				0									0
Other, Public Housing Authority Inspections	0	0	0	0	0	17	2	0					19
Total Inspections	7	3	4	1	9	22	5	1	0	0	0	0	52

SPECIALITY PROGRAM - FAMILY SELF-SUFFICIENCY

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Number of Participants	\$ 11,277	\$ 10,906	\$ 11,378	\$ 11,267	\$ 10,840	\$ 11,066	\$ 9,662	\$ 9,662					\$ 33,561
Number of Participants	59	59	61	65	62	66	67	67					506
FSS Families, Disbursement	0	2	3	2	4	3	3	5					22
FSS Disbursement Amount	\$ -	\$ 928.00	\$ 779.69	\$ 5,773.68	\$ 4,789.76	\$ 855.63	\$ 3,470.55	\$ 7,694.00					\$ 24,291
FSS Graduate, Families	4	0	1	0	0	0	1	0					6
FSS Graduate, Escrow	\$ 18,503	\$ -	\$ 7,490	\$ -	\$ -	\$ -	\$ 22,940	\$ -					\$ 48,933
				\$ -									
FSS Forfeiture, Families	0	0	1	1	0	0	-	0					\$ 2
FSS Forfeiture, Escrow	\$ -	\$ -	\$ 284	\$ 856	\$ -	\$ -	\$ -	\$ -					\$ 1,141

LANDLORD INCENTIVE PROGRAM

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	YTD
Signing Bonus	\$ 1,500	\$ 4,000	\$ 1,280	\$ 3,250	\$ 4,500	\$ 4,500	\$ 1,500	\$ 1,500					\$ 22,030
Number of Participant	2	5	2	4	6	6	2	2					\$ 29
Security Deposit	\$ 1,393	\$ 3,240	\$ 2,250	\$ 1,560	\$ 1,333	\$ 5,299	\$ 850	\$ 1,483					\$ 17,408
Number of Participants	2	4	2	2	2	6	1	2					21
Repair Grants	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -					\$ -
Number of Participants	0	0	0	0	0	0	0	0					0
				\$ -									
Damage Reimbursements	\$ 1,500	\$ 144	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500					\$ 3,144
Number of Participants	1	1	0	0	0	0	0	1					3
Grand Total of Incentives	\$ 4,393	\$ 7,384	\$ 3,530	\$ 4,810	\$ 5,833	\$ 9,799	\$ 2,350	\$ 4,483					\$ 42,582

GRAND TOTAL OF ASSISTANCE INTO LOCAL	\$ 129,782	\$ 115,319	\$ 119,943	\$ 119,536	\$ 120,842	\$ 121,629	\$ 137,821	\$ 121,896	#	##	##	##	##	\$ 986,767
2023 YEAR TO DATE	\$ 129,782	\$ 245,101	\$ 365,044	\$ 484,580	\$ 605,422	\$ 727,051	\$ 864,872	\$ 986,768						

Percentage Increase, 2023-vs- 2022	13.1%	5.1%	8.0%	7.9%	6.1%	11.7%	1.7%	1.1%						6.8%
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2022 MONTHLY ASSISTANCE	\$ 112,788	\$ 109,495	\$ 110,299	\$ 110,147	\$ 113,467	\$ 107,362	\$ 135,423	\$ 120,520	#	#	#		
YEAR TO DATE	\$ 112,788	\$ 222,283	\$ 332,582	\$ 442,729	\$ 556,196	\$ 663,558	\$ 798,981	\$ 919,501	#	#	#	#	#



**Board of Directors
August 7, 2023
5:30 p.m.**

Present: Doug Plourde, Chairman; Chris Bell, Dr. Shawn Laferriere, Mike Gahagan, Neal Griffith, Jane McCall, Dr. Carl Flynn, Kris Doody, RN, CEO; Dr. Regen Gallagher, CMO; Chelsea Desrosiers, CFO; Jenn Plant, RN, CNO; Paula Parent, RN, HR Director; Diane Gove, PHS and Peg McAfee
Zoom: Penny Thompson, Mike Quinlan, Chip Holmes, Sam Brown, and Erika Sundrud, Ovation Healthcare;

Welcome: Doug Plourde, Chairman, welcomed Diane Gove, PHS; Chip Holmes, Sam Brown and Erika Sundrud, Ovation Healthcare

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
REGULAR MEETING			
1. Call to Order	Doug Plourde, Chairman, called the Regular Meeting of the Board of Directors to order at approximately 5:32 p.m.	Informational.	
2. Review and Approval of Minutes	The minutes of June 5, 2023 were reviewed.	Upon motion duly made and seconded, it was so VOTED to approve the June 5, 2023 meeting minutes as presented.	
3. Report of Chief of Staff	<p>Dr. Carl Flynn provided the following updates from the June 28th MSEC Meeting:</p> <p>Physician Capital Equipment – A question was raised for items requested by Pediatrics including a double C-pap and baby software for the vent. Dr. Gallagher will follow-up whether these items have been included in the 2023 budget.</p> <p>Appointment Active Staff – Elena Vagia, MD (Oncology): The complete appointment application and provider profile of Elena Vagia, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Elena Vagia, MD to the Active Medical Staff with privileges as requested through December 31, 2024. Dr. Swanberg was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Farewell Reception – The Farewell Reception for Dr. Karunasiri was announced at the June 28th MSEC Meeting.</p> <p>Dr. Carl Flynn provided the following updates from the June 28th GMS Meeting:</p> <p>Guidelines on Use of Patient Restraints – The Guidelines on Use of Patient Restraints were reviewed and approved as presented.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Report of Chief of Staff as presented.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Elena Vagia, MD to the Active Staff.</p>	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Policy and Procedure on Adverse Occurrences – The Policy and Procedure on Adverse Occurrences was reviewed and approved as presented.</p> <p>EMTALA Policy – The EMTALA Policy was reviewed and approved as presented.</p> <p>Contract Listing – The contract listing was distributed for review.</p> <p>2023 Medical Record Deficiencies Over 30 Days Reports – The April and May 2023 reports were reviewed.</p> <p>Report from Department of Emergency Medicine – The quality indicator results were reviewed.</p> <p>Report from the Department of Medicine – The quality indicators results were reviewed.</p>		
<p>4. Quality Management Committee, Patient Safety Committee, Dashboard</p>	<p>Dr. Regen Gallagher reported the following from the June QM Committee Meeting:</p> <p>Old Business reviewed Included: Environment of Care Cleaning of Restrooms and Security Debriefing Report. The QM Committee will invite Dr. Laferriere to attend the August meeting to review the CT Abdomen Studies quality indicator.</p> <p>Utilization and Case Management reports reviewed Included: Case Management Dashboard, Readmission Rates, Internal & External Delays in Stay, CHF Readmissions, QIO Sepsis Hospital Care Transition Report.</p> <p>Patient Safety reports reviewed Included: Infection Control.</p> <p>Joint Commission Follow-up – The Focus Standards Assessment (FSA) recently completed for the Joint Commission was reviewed. There are 7 elements of performance that are being worked on.</p> <p>QM Compliance Indicators reviewed were: OR/PACU, EOC, Nutritional Services, Rehab, ER, Maternal Child and Radiology.</p> <p>2023 Dashboard – Dr. Gallagher provided an overview of the Sepsis inpatient core measure. A team has met to review sepsis and ways to improve compliance. Another meeting is being scheduled in August. Medical Staff and Departmental Quality Indicators were reviewed.</p> <p>Customer Satisfaction – In Leslie Anderson’s absence, Dr. Gallagher provided a review of the</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Quality Management Committee report as presented.</p>	



**Board of Directors
August 7, 2023
5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>5. Report of Chairman, Board of Directors – Doug Plourde, Chairman</p> <p>a. Report from Board Members – PHS, MSEC & GMS, Department Leaders</p> <p>b. Q2 2023 Strategic Plan Update</p>	<p>Customer Satisfaction Information. Discussion ensued regarding the status of quietness in the hospital for patients. There is difficulty with quietness especially during change of shift as reports are being provided to incoming staff.</p> <p>Hospital Compare, Centers for Medicare and Medicaid (CMS) recently released a report that Cary Medical Center received a 5-Star Rating. Cary was the only hospital in The County to achieve 5-Star status.</p> <p>Patient Safety Committee – The June 14, 2023 minutes were included in the packet for informational purposes.</p> <p>Doug Plourde provided the following updates:</p> <p>Pines Health Services – Doug Plourde provided an overview from Dr. Djuanda's meeting notes. Pines is preparing for the HRSA site visit, the board discussed ED utilization, financials and Best Places to Work in Maine survey. The announcement from the survey is scheduled for late August, early September.</p> <p>Medical Staff Executive Committee & General Medical Staff Meetings – No report.</p> <p>Q2 2023 Strategic Plan Update – Kris Doody provided an overview of the following items:</p> <ul style="list-style-type: none"> o Culture: o Promote workforce retention and recruitment – updates on employee engagement, employee retention, and new hire rate. o Continues unification of CMC/PHS culture and communication – updates on employee retention with employee testimonials. o Integrate organizational systems and processes – updates on ongoing integration. o Ensure IT/EMR optimization and integration across all Cary and Pines Departments – updates on EMR implementation milestones and grant funding. Phase two of the grant process has been approved, awaiting full vote from the Federal Government. o Establish unified facility plan – updates on decision on space, still awaiting final plan from VA. Plans have been put on hold with the architect. o Growth: o Invest in and grow service lines – updates on Women's health visits, and oncology market share 	<p>Informational.</p>	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>6. Report of CEO – Kris Doody</p> <p>a. Physician Recruitment and Retention</p> <p>b. MRI Project</p>	<p>Kris Doody reported the following, noting more information is available in the CEO and Provider Activity Reports:</p> <ul style="list-style-type: none"> ○ Enhance patient access points and navigation – updates on patient capture. Use of My Chart is now at 36%. ○ Implement referral management approach – updates on referral rate. ○ Collaboration: ○ Elevate focus on community health needs – updates on model development and outreach efforts completed and number of attendees. <p>Physician Recruitment –</p> <ul style="list-style-type: none"> ● Hem/Onc – Dr. Elena Vaglia is now working full-time at the Jefferson Cary Cancer Center. Dr. Vaglia has purchased a home in Caribou. Dr. Zimble will be providing part-time coverage during 2023. ● Pathology – A contract has been finalized with Dahl Chase for Pathology coverage with Dr. Rick Riemersma, Pathologist as Medical Director. The Dahl Chase coverage has been well received. ● Hospitalist – Dr. Alexander Bolton, locum hospitalist will be covering through the end of the year and possibly into the beginning of 2024 while we recruit for a permanent hospitalist for 2024. There may be an opportunity to buy out Dr. Bolton’s contract. ● Pediatrics – With Dr. Karunasisir’s recent departure, locums Dr. Abussa, Dr. Hanna and Dr. Fritz will be assisting with coverage through the end of the year. Dr. Hanna is currently completing a working site visit. He is interested in full-time and the possibility of Pines buying out his locum contract. Zoom interviews have been completed with interested pediatricians. ● OB/GYN – Dr. Karen Bossie will continue to provide one weekend per month coverage through 2023. A locum OB/GYN, Dr. Tanner, has been secured to assist with coverage. Traci Labreck, CNM started her new position at Pines Health Services on August 7th, beginning with orientation. ● Podiatry – A site visit is being scheduled in September with Dr. Jackson Law, Surgical Podiatrist. Dr. Law is a 2024 candidate. ● Ongoing Recruitment – Recruitment is ongoing for pediatrics, primary care, orthopedics, OB/GYN and anesthesia (CRNA). <p>MRI Project – Kris Doody reported that it will take two weeks to remove the old MRI unit with possible upgrades to windows, shielding and installing a new door. The new machine will take two weeks to install. The ‘go live’ plan is for the 1st week of October. The new MRI is quiet and has a</p>	<p>Informational.</p>	



**Board of Directors
August 7, 2023
5:30 p.m.**

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>MR Theatre for patients that are bothered with claustrophobia. The theatre provides scenery for viewing.</p> <p>Other – Information from Tufts School of Medicine and Maine Medical Center Annual LIC Meeting held at Cary Medical Center June 29, 2023 was included in the packet. Cary and Pines continue to be a preferred LIC location by the students.</p>		
<p>7. Report of Finance & Personnel Committee a. May & June Financials</p>	<p>Chelsea Desrosiers and Chris Bell provided the following updates:</p> <p>May Financials - Chelsea Desrosiers provided an overview of the May 2023 Financials for Cary Medical Center, including review of: gross patient revenue, net operating revenue, expenses, COVID funding and net income (loss) for May.</p> <p>June Financials - Chelsea Desrosiers provided an overview of the June 2023 Financials for Cary Medical Center, including review of: gross patient revenue, net operating revenue, expenses, COVID funding and net income (gain) for June.</p> <p>Chris Bell reported that the Finance & Personnel Committee voted on the May and June Financials separately as there was an adjustment to the June Financials.</p> <p>In Leslie Anderson's absence, Paula Parent provided the following updates:</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the report of the Finance & Personnel Committee May Financials as presented and the June Financials as amended.</p>	
<p>8. Safety Quarterly Report</p>	<p>In Leslie Anderson's absence, Paula Parent provided the following updates:</p> <ul style="list-style-type: none"> • 2nd Quarter Achievements Included: Staff education completed on Active Threat, hazardous materials list updated, code response training completed for patient access staff, 96 hour sustainability assessment completed at Cary and U'Acadie, department emergency call lists updated, child abduction drill completed on the Maternal/Child floor, quarterly inspection of operating systems completed for Maintenance. • MCI Drill – A plan is underway for an event in the fall. The event is in collaboration with nursing and ancillary departments and local EMS. • Fire Event – Policies have been updated and staff training has been completed following the OR ballast fire. Fire drills are ongoing for 2023 as planned. • Security – Data was included for January through June incidents for aggressive/non-aggressive and those requiring law enforcement response. • Workplace Violence Prevention Program – The program is the result of a Joint Commission requirement. Team members are: Leslie Anderson, Paula Parent, Mitch Wheeler and Penny Wickstrom. 	<p>Upon motion duly made and seconded, it was so voted to approve the Safety Quarterly Report as presented.</p>	



Board of Directors
August 7, 2023
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<ul style="list-style-type: none"> Environment of Care is on target with completing Q3 2023 goals. Paula shared that an Individual Safety Plan can be implemented if an employee ever feels threatened. The plan has been implemented a few times and employees are provided a job to alert Security if needed. Employees are grateful for the program. 		
9. L'Acadie Quarterly Report	<p>Paula Parent provided the following updates:</p> <ul style="list-style-type: none"> Residents – L'Acadie is back up to 9 residents. Two residents were admitted within the last two weeks. Staffing – Current vacancies include a full-time CNA and a full-time cook. Cost Report – The Cost Report for 1/1-12/31/2021 noted an underpayment of \$185,000 from MaineCare. State Survey – The survey began on May 8, 2023 with five surveyors. Due to the manager working from home for the week, Ms. Doody was on site and Ms. Parent travelled from Florida to join the surveyors in person May 9, 2023. The survey included a Fire Marshall Survey with two Fire Marshall Surveyors, and the Fundamental Recertification Survey with three State surveyors. L'Acadie was evaluated under both State and Federal Requirements. Paula reviewed the results of the survey, including the Plan of Correction. The Fundamental Recertification Survey highlighted state regulations regarding an administrator of an ICF/IID Nursing Facility must be licensed in the State of Maine as a nursing home administrator. Plan of Correction including letters with supporting documents sent to the Nurse Home Administrator's Licensing Board on 2/2/2022 and 5/22/2023. There are two options: (1) The Nursing Home Board agrees the current Administrator, who has served in this capacity for more than two decades, does not require a nursing home administrator's license. (2) A "Shared Administrator" draft policy with duties and a work schedule has been defined. Mark McKenna, Nursing Home Administrator at Presque Isle Rehab and Nursing Center, previous Nursing Home Administrator of Caribou Maine Veterans' Home, holds a Multilevel Administrator's License since 2005 and Social Work since 1990; he has agreed to assist. 	<p>Upon motion duly made and seconded, it was so VOTED to approve the L'Acadie Quarterly Report as presented.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the concept of Shared Administrator of L'Acadie.</p>	
10. Ovation Healthcare Updates	<p>Chip Holmes provided the following updates:</p> <ul style="list-style-type: none"> Chip reported that Erika is willing to assist Cary Medical Center. She has some good ideas and looks forward to an in-person visit in the fall. Erika shared that Cary already has great ideas for improving quietness and care transitions to benefit patients. Chelsea Desrosiers has reached out for assistance with accounts receivable for billing and collections. Chip shared that a separate company at Ovation, named Amplify, will be 	<p>Informational.</p>	



Board of Directors
August 7, 2023
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Involved in the process.</p> <ul style="list-style-type: none"> • Chip congratulated Cary Medical Center on recognition for Best Hospital, Best Places to Work in Maine for 2021 and 2022, and the 5 Star Rating from CMS. Cary is one of four hospitals in Maine to receive the 5 star rating. • Cary Medical Center has a very disciplined Board of Directors. Cary was able to completed virtual events in 2020, 2021 and 2022, including a Mock Survey, Compliance Assessment and Strategic Planning Session. • Ovation Annual Leadership and Governance Education is scheduled for February 20th-22rd in Austin, TX. • Ovation is grateful for Kris Doody's participation in the education presentation for leadership You the past few years. The presentation and training provides effective governance and leadership information to leadership You participants. 		
11. Executive Session	<p>Upon motion duly made and seconded, it was so VOTED to go into Executive Session at approximately 6:58 p.m. The Board of Directors came out of Executive Session at approximately 7:17 p.m.</p>		
12. Other, Adjournment & Next Meeting	<p>Adjournment - Upon motion duly made and seconded, it was so VOTED to adjourn the meeting at approximately 7:18 p.m.</p> <p>Next Meeting –The next meeting of the Board of Directors is scheduled for Monday, September 11, 2023, 5:30 p.m. (2nd Monday due to the Labor Day Holiday).</p>	Informational.	

Prepared by: Marguerite E. McAfee (Peg), Executive Assistant to the CEO & COO

Respectfully submitted,

Kris Doody, RN, MSB, CEO



Board of Directors
June 5, 2023
5:30 p.m.

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Present: Doug Plourde, Chairman; Chris Bell, Penny Thompson, Dr. Shawn Laferriere, Mike Gahagan, Luke Dyer, Neal Griffith, Dr. Irene Djuanda, Kevin Barnes, Jane McCall, Mike Quinlan, Dr. Carl Flynn, Kris Doody, RN, CEO; Dr. Regen Gallagher, CMO; Chelsea Desrosiers, CFO; Leslie Anderson, COO; Jenn Plant, RN, CNO; Paula Parent, RN, HR Director; Penny Wickstrom, HR Manager; Chip Holmes, Ovation Healthcare; and Peg McAfee

Welcome: Doug Plourde, Chairman, Board of Directors welcomed Chip Holmes, Ovation Healthcare

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
EDUCATION	<p>Leslie Anderson, COO provided and overview of Workplace Safety & Violence Prevention.</p> <ul style="list-style-type: none"> Resources include: The Joint Commission, Emergency Nurses Association, State of Maine Task Force to Study the process for bringing criminal cases in situations of violence against healthcare workers. Contributors to the crisis include: substance use disorder, patients awaiting long term care placement, awaiting psychiatric placements or patients with nowhere else to go. The Maine legislature recommended that Maine Hospital Association create a Workplace Violence Subcommittee. MHA Workplace Violence Subcommittee goals: developing best practices for hospital security, implementing WVP committees, responding to violent incidents, screening patients/family/visitors; create a resource list for staff training and education and developing communication tools for expected behavior of patients/family/visitors. Examples of security in Maine's hospitals include: contract with local law enforcement, officer present in the ED at all times, contract with local law enforcement to handle violent situations, with hands-off employed or contracted security officers, or, like Cary has implemented, employ own security officers and security officers handle violent situations hands-on. Incidents at Cary included aggressive contacts, restrained patients, police involvement and injured staff from 2020 to date, including examples of violence faced. Cary Medical Center is providing MOAB (Management of Aggressive Behavior) training, De-escalation training, Debriefing after all violent events, collaborative working relationship with Security and Nursing, follow-up with Human Resources for employees, Rapid Response calls for those patients "struck" in the Ed, ongoing analysis of facility security, cameras, door security; enhancing partnerships with local law enforcement, Sheriff's Department and State Police and Workplace Violence Prevention Program Workplace Safety is a collaborative effort of Security, Human Resources, Leadership and all staff members. 		



Board of Directors
June 5, 2023
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
REGULAR MEETING			
1. Call to Order	Doug Plourde, Chairman, called the Regular Meeting of the Board of Directors to order at approximately 5:51 p.m.	Informational.	
2. Review and Approval of Minutes	The minutes of May 1, 2023 were reviewed.	Upon motion duly made and seconded, it was so VOTED to approve the May 1, 2023 meeting minutes as presented.	
3. Report of Chief of Staff	<p>Dr. Carl Flynn provided the following updates from the May 24th MSEC Meeting:</p> <p>Medical Record Deficiencies Over 30 Days Report – Deficiencies have dropped significantly since the beginning of the year.</p> <p>Appointment Courtesy Medical Staff - Suzette Millington-Buffong, DO (Internal Medicine): The complete appointment application and provider profile of Suzette Millington-Buffong, DO was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Suzette Millington-Buffong, DO to the Courtesy Staff with privileges as requested through December 31, 2024. Dr. Swanberg was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Consulting Medical Staff - Lee Ann Baggott, MD (Pulmonologist): The complete appointment application and provider profile of Lee Ann Baggott, MD was reviewed with no discrepancies. The report from the National Practitioner's Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Lee Ann Baggott, MD to the Consulting Staff with privileges as requested through December 31, 2024. Dr. Swanberg was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Consulting Medical Staff - Chelsey Gracia, DO (Pathologist): The complete appointment application and provider profile of Chelsey Gracia, DO was reviewed with no</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Dr. Lee Ann Baggott to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so</p>	

Board of Directors
June 5, 2023
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Chelsey Gracia, DO to the Consulting Staff with privileges as requested through December 31, 2024. Dr. Laferriere was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p>	<p>VOTED to approve the provisional appointment of Dr. Chelsey Gracia to the Consulting Medical Staff.</p>	
	<p>Appointment Consulting Medical Staff - John Fox, MD (Tele-Radiology): The complete appointment application and provider profile of John Fox, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion made and seconded it was so VOTED to recommend approving provisional appointment of John Fox, MD to the Consulting Medical Staff with privileges as requested through December 31, 2024. Dr. Laferriere was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Dr. John Fox to the Consulting Medical Staff.</p>	
	<p>Appointment Consulting Medical Staff – Luke Krystosek, MD (Tele-Radiology): The complete appointment application and provider profile of Luke Krystosek, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Luke Krystosek, MD to the Consulting Medical Staff with privileges as requested through December 31, 2024. Dr. Laferriere was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Dr. Luke Krystosek to the Consulting Medical Staff.</p>	
	<p>Appointment Allied Health Professional Staff – Cathy Chasse, CRNA (Anesthesiology): The complete appointment application and provider profile of Cathy Chasse, CRNA was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Cathy Chasse, CRNA to the Allied Health Professional Staff with privileges as requested through December 31, 2024. Dr. Smith was appointed as proctor and supervising physician during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Cathy Chasse, CRNA to the Allied Health Professional Staff.</p>	
	<p>Appointment Allied Health Professional Staff – Mariah Cyr, CNM (Certified Nurse Midwife): The complete appointment application and provider profile of Mariah Cyr, CNM was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Mariah Cyr, CNM to the Allied Health Professional Staff with privileges as requested</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Mariah Cyr, CNM to the</p>	



Board of Directors
June 5, 2023
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>through December 31, 2024. Dr. Wall was appointed as proctor and supervising physician during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Allied Health Professional Staff – Kevin Hamilton, CRNA (Anesthesiology): The complete appointment application and provider profile of Kevin Hamilton, CRNA was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Kevin Hamilton, CRNA to the Allied Health Professional Staff with privileges as requested through December 31, 2024. Dr. Smith was appointed as proctor and supervising physician during the provisional and appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Consulting Medical Staff - Nicholas Dickson, DO (Tele-Radiology): The complete appointment application and provider profile of Nicholas Dickson, DO was reviewed with no discrepancies. He did report one malpractice claims, pending in court. The report from the National Practitioner’s Data Bank contained no reports. The claim was reviewed by the Chief of Rad/Path with no reservations to present and recommend approval of appointment. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Nicholas Dickson, DO to the Consulting Medical Staff with privileges as requested through December 31, 2024. Dr. Laferriere was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Appointment Consulting Medical Staff – Donald Kash, MD (Tele-Radiology): The complete appointment application and provider profile of Donald Kash, MD was reviewed with no discrepancies. He did report three malpractice claims, two closed and one pending in court. The report from the National Practitioner’s Data Bank contained one malpractice settlement payment. The claim was reviewed by the Chief of Rad/Path with no reservations to present and recommend approval of appointment. Upon motion duly made and seconded it was so VOTED to recommend approving provisional appointment of Donald Kash, MD to the Consulting Medical Staff with privileges as requested through December 31, 2024. Dr. Laferriere was appointed as proctor during the provisional appointment. This recommendation was forwarded to the Board of Directors for action.</p> <p>Resignation – Stewart Bober, MD – The resignation of Stewart Bober, MD was received effective March 8, 2023. Upon motion duly made and seconded it was so VOTED to recommend approving</p>	<p>Allied Health Professional Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Kevan Hamilton, CRNA to the Allied Health Professional Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Dr. Nicholas Dickson to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the provisional appointment of Dr. Donald Kash to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so</p>	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>the resignation Stewart Bober, MD as presented. This was forwarded to the Board of Directors for action.</p>	<p>VOTED to approve the resignation of Dr. Stewart Bober.</p>	
	<p>Resignation - Alison Robinette, MD - The resignation of Alison Robinette, MD was received effective March 24, 2023. Upon motion duly made and seconded it was so VOTED to recommend approving the resignation Alison Robinette, MD as presented. This was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the resignation of Dr. Alison Robinette.</p>	
	<p>Resignation - Bonnie Bouchard, CNM - The resignation of Bonnie Bouchard, CNM was received effective April 2023. Upon motion duly made and seconded it was so VOTED to recommend approving the resignation Bonnie Bouchard, CNM as presented. This was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the resignation of Bonnie Bouchard, CNM.</p>	
	<p>Reappointment Active Medical Staff – Rashmi Bawa, MD (General Surgery): The complete reappointment application and provider profile of Rashmi Bawa, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving the reappointment of Rashmi Bawa, MD to the Active Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Rashmi Bawa to the Active Medical Staff.</p>	
	<p>Reappointment Active Medical Staff – Claude Boma, MD (Internal Medicine): The complete reappointment application and provider profile of Claude Boma, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving the reappointment of Claude Boma, MD to the Active Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Claude Boma to the Active Medical Staff.</p>	
	<p>Reappointment Active Medical Staff – Carlos Chavez, MD (General Surgery): The complete reappointment application and provider profile of Carlos Chavez, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving the reappointment of Carlos Chavez, MD to the Active Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Carlos Chavez to the Active Medical Staff.</p>	

Board of Directors
June 5, 2023
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Reappointment Active Medical Staff – Carl Flynn, MD (Family Medicine): The complete reappointment application and provider profile of Carl Flynn, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving the reappointment of Carl Flynn, MD to the Active Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Active Medical Staff – Jyotibala Jain, MD (Pediatrics): The complete reappointment application and provider profile of Jyotibala Jain, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving the reappointment of Jyotibala Jain, MD to the Active Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Active Medical Staff – Samuela Manages, MD (Family Medicine): The complete reappointment application and provider profile of Samuela Manages, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving the reappointment of Samuela Manages, MD to the Active Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Active Medical Staff – Brian Wall, MD (OB/GYN): The complete reappointment application and provider profile of Brian Wall, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no new reports. Dr. Wall did not meet the 2 case requirement for the transvaginal sling procedure. Dr. Salerno has agreed to proctor Dr. Wall for the required 2 cases. Upon motion duly made and seconded it was so VOTED to recommend approving the reappointment of Brian Wall, MD to the Active Medical Staff with privileges as requested with Dr. Salerno proctoring Dr. Wall for his first 2 transvaginal sling procedures through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Courtesy Medical Staff – Blayne Fritz, MD (Pediatrics): The complete reappointment application and provider profile of Blayne Fritz, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving the reappointment of Blayne Fritz, MD to the Courtesy Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Carl Flynn to the Active Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Jyotibala Jain to the Active Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Samuela Manages to the Active Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Brian Wall to the Active Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Blayne Fritz to the Courtesy Medical Staff.</p>	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Reappointment Consulting Medical Staff – Spyridon Akrivakis, MD (Cardiology): The complete reappointment application and provider profile of Spyridon Akrivakis, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving the reappointment of Spyridon Akrivakis, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors as action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Spyridon Akrivakis to the Consulting Medical Staff.</p>	
	<p>Reappointment Consulting Medical Staff – Orin Buetens, MD (Pathology): The complete reappointment application and provider profile of Orin Buetens, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion made and seconded it was so VOTED to recommend reappointment of Orin Buetens, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Orin Buetens to the Consulting Medical Staff.</p>	
	<p>Reappointment Consulting Medical Staff – John Chang, MD (Tele-Radiology): The complete reappointment application and provider profile of John Chang, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion made and seconded it was so VOTED to recommend reappointment of John Chang, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. John Chang to the Consulting Medical Staff.</p>	
	<p>Reappointment Consulting Medical Staff – Chae Choi, MD (Cardiology): The complete reappointment application and provider profile of Chae Choi, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving the reappointment of Chae Choi, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Chae Choi to the Consulting Medical Staff.</p>	
	<p>Reappointment Consulting Medical Staff – Scott Dufresne, MD (Pathology): The complete reappointment application and provider profile of Scott Dufresne, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion made and seconded it was so VOTED to recommend reappointment of Scott Dufresne, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Scott Dufresne to the Consulting Medical Staff.</p>	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Reappointment Consulting Medical Staff – Steven Edson, MD (Tele-Radiology): The complete reappointment application and provider profile of Steven Edson, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion made and seconded it was so VOTED to recommend reappointment of Steven Edson, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Sean Hagenbuch, MD (Pediatric Cardiology): The complete reappointment application and provider profile of Sean Hagenbuch, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving the reappointment of Sean Hagenbuch, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Jeffrey Hare, MD (Tele-Radiology): The complete reappointment application and provider profile of Jeffrey Hare, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion made and seconded it was so VOTED to recommend reappointment of Jeffrey Hare, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Matthew Hoffman, MD (Tele-Radiology): The complete reappointment application and provider profile of Matthew Hoffman, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion made and seconded it was so VOTED to recommend reappointment of Matthew Hoffman, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Staff – Qurat-ul-ain Jelani, MD (Cardiology): The complete appointment application and provider profile of Qurat-ul-ain Jelani, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving reappointment of Qurat-ul-ain Jelani, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Steven Edson to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Sean Hagenbuch to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Jeffrey Hare to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Matthew Hoffman to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Qurat-ul-ain Jelani to the Consulting Medical Staff.</p>	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Reappointment Consulting Medical Staff – Liat Kaplan, MD (Tele-Radiology): The complete reappointment application and provider profile of Liat Kaplan, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion made and seconded it was so VOTED to recommend reappointment of Liat Kaplan, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Liat Kaplan to the Consulting Medical Staff.</p>	
	<p>Reappointment Consulting Medical Staff – Krishnan Kartha, MD (Tele-Radiology): The complete reappointment application and provider profile of Krishnan Kartha, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion made and seconded it was so VOTED to recommend reappointment of Krishnan Kartha, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Krishnan Kartha to the Consulting Medical Staff.</p>	
	<p>Reappointment Consulting Medical Staff – Eugene Kim, MD (Tele-Radiology): The complete reappointment application and provider profile of Eugene Kim, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion made and seconded it was so VOTED to recommend reappointment of Eugene Kim, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Eugene Kim to the Consulting Medical Staff.</p>	
	<p>Reappointment Consulting Medical Staff – Christopher Lang, MD (Cardiology): The complete reappointment application and provider profile of Christopher Lang, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving the reappointment of Christopher Lang, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Christopher Lang to the Consulting Medical Staff.</p>	
	<p>Reappointment Consulting Medical Staff – Matthew McKay, MD (Cardiology): The complete reappointment application and provider profile of Matthew McKay, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving the reappointment of Matthew McKay, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Matthew McKay to the Consulting Medical Staff.</p>	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Reappointment Consulting Medical Staff – Juan Merchan Hakspiel, MD (Cardiology): The complete reappointment application and provider profile of Juan Merchan Hakspiel, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving the reappointment of Juan Merchan Hakspiel, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Juan Merchan Hakspiel to the Consulting Medical Staff.</p>	
	<p>Reappointment Consulting Medical Staff – Jason Mitchell, MD (Tele-Radiology): The complete reappointment application and provider profile of Jason Mitchell, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion made and seconded it was so VOTED to recommend reappointment of Jason Mitchell, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Jason Mitchell to the Consulting Medical Staff.</p>	
	<p>Reappointment Consulting Medical Staff – Snehal More, MD (Tele-Radiology): The complete reappointment application and provider profile of Snehal More, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion made and seconded it was so VOTED to recommend reappointment of Snehal More, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Snehal More to the Consulting Medical Staff.</p>	
	<p>Reappointment Consulting Medical Staff – Mayur Movallia, MD (Pathology): The complete reappointment application and provider profile of Mayur Movallia, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion made and seconded it was so VOTED to recommend reappointment of Mayur Movallia, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Mayur Movallia to the Consulting Medical Staff.</p>	
	<p>Reappointment Consulting Medical Staff – Alan Pratt, MD (Tele-Radiology): The complete reappointment application and provider profile of Alan Pratt, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion made and seconded it was so VOTED to recommend reappointment of Alan Pratt, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Alan Pratt to the Consulting Medical Staff.</p>	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Reappointment Consulting Medical Staff – Peggy Rouleau, MD (Tele-Radiology): The complete reappointment application and provider profile of Peggy Rouleau, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion made and seconded it was so VOTED to recommend reappointment of Peggy Rouleau, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Chung Shum, MD, PHD (Pathology): The complete reappointment application and provider profile of Chung Shum, MD, PHD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion made and seconded it was so VOTED to recommend reappointment of Chung Shum, MD, PHD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Marek Skacel, MD (Pathology): The complete reappointment application and provider profile of Marek Skacel, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion made and seconded it was so VOTED to recommend reappointment of Marek Skacel, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Carol Trask, MD (Pathology): The complete reappointment application and provider profile of Carol Trask, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion made and seconded it was so VOTED to recommend reappointment of Carol Trask, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Paul Vom Eigen, MD (Cardiology): The complete reappointment application and provider profile of Paul Vom Eigen, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no new reports. Upon motion duly made and seconded it was so VOTED to recommend approving the reappointment of Paul Vom Eigen, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Peggy Rouleau to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Chung Shum to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Marek Skacel to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Carol Trask to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Paul Vom Eigen to the Consulting Medical Staff.</p>	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Reappointment Consulting Medical Staff – Nicholas Wilson, MD (Tele-Radiology): The complete reappointment application and provider profile of Nicholas Wilson, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion made and seconded it was so VOTED to recommend reappointment of Nicholas Wilson, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Nicholas Wilson to the Consulting Medical Staff.</p>	
	<p>Reappointment Consulting Medical Staff – Jay Ye, MD, PHD (Pathology): The complete reappointment application and provider profile of Jay Ye, MD, PHD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion made and seconded it was so VOTED to recommend reappointment of Jay Ye, MD, PHD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Jay Ye to the Consulting Medical Staff.</p>	
	<p>Reappointment Consulting Medical Staff – Claudia Zacharias, MD (Tele-Radiology): The complete reappointment application and provider profile of Claudia Zacharias, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion made and seconded it was so VOTED to recommend reappointment of Claudia Zacharias, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Claudia Zacharias to the Consulting Medical Staff.</p>	
	<p>Reappointment Courtesy Staff – Harvey Zimble, MD (Hematology/Oncology): The complete reappointment application and provider profile of Harvey Zimble, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving reappointment of Harvey Zimble, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Harvey Zimble to the Courtesy Medical Staff.</p>	
	<p>Reappointment Consulting Medical Staff – Ronald Zviti, MD (Nephrology): The complete reappointment application and provider profile of Ronald Zviti, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving the reappointment of Ronald Zviti, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Ronald Zviti to the Consulting Medical Staff.</p>	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Reappointment Allied Health Professional Staff – Mary Allen, FNP: The complete reappointment application and practitioner profile of Mary Allen, FNP was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving the reappointment of Mary Allen, FNP to the Allied Health Professional Staff with privileges as requested through June 30, 2025 with Dr. Flynn as her supervising physician. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Allied Health Professional – Lori Bishop, ACNP: The complete reappointment application and provider profile of Lori Bishop, ACNP was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving reappointment of Lori Bishop, ACNP to the Allied Health Professional Staff with privileges as requested through June 30, 2025 with Dr. Flynn as supervising physician. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Allied Health Professional Staff – Lindsey Bourget, PA-C: The complete reappointment application and practitioner profile of Lindsey Bourget, PA-C was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving the reappointment of Lindsey Bourget, PA-C to the Allied Health Professional Staff with privileges as requested through June 30, 2025 with Dr. Flynn as her supervising physician. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Allied Health Professional Staff – Manuel Falcon, CRNA (Anesthesiology): The complete reappointment application and provider profile of Manuel Falcon, CRNA was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend reappointment of Manuel Falcon, CRNA to the Allied Health Professional Staff with privileges as requested through June 30, 2025 with Dr. Smith as his supervising physician. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Allied Health Professional Staff – Daryl Lavigne, CRNA (Anesthesiology): The complete reappointment application and provider profile of Daryl Lavigne, CRNA was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no new reports. Upon motion duly made and seconded it was so VOTED to recommend approving the reappointment of Daryl Lavigne, CRNA to the Allied Health Professional Staff with privileges as</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Mary Allen, FNP to the Allied Health Professional Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Lori Bishop, ACNP to the Allied Health Professional Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Lindsey Bourget, PA-C to the Allied Health Professional Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Manuel Falcon, CRNA to the Allied Health Professional Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Daryl Lavigne, CRNA to the Allied</p>	

Board of Directors
June 5, 2023
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>requested through June 30, 2025 with Dr. Smith as his supervising physician. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Health Professional Staff.</p>	
	<p>Reappointment Allied Health Professional Staff – Kimberly Martin, CNM, FNP: The complete reappointment application and provider profile of Kimberly Martin, CNM, FNP was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no new reports. Upon motion duly made and seconded it was so VOTED to recommend approving the reappointment of Kimberly Martin, CNM, FNP to the Allied Health Professional Staff with privileges as requested through June 30, 2025 with Dr. Wall as her supervising physician. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Kimberly Martin, CNM, FNP to the Allied Health Professional Staff.</p>	
	<p>Reappointment Active Medical Staff – John Armstrong, MD (Family Medicine): The complete reappointment application and provider profile of John Armstrong, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving the reappointment of John Armstrong, MD to the Active Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. John Armstrong to the Active Medical Staff.</p>	
	<p>Reappointment Active Medical Staff – Albert Whiting, MD (Ophthalmology): The complete reappointment application and provider profile of Albert Whiting, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving the reappointment of Albert Whiting, MD to the Active Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Albert Whiting to the Active Medical Staff.</p>	
	<p>Reappointment Consulting Medical Staff – Sara Banerjee, MD (Tele-Radiology): The complete reappointment application and provider profile of Sara Banerjee, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. She did report one new malpractice claim, pending before malpractice panel. The claim was reviewed by the Chief of Rad/Path with no reservations to present and recommend approval of appointment. Upon motion made and seconded it was so VOTED to recommend reappointment of Sara Banerjee, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Sara Banerjee to the Consulting Medical Staff.</p>	
	<p>Reappointment Consulting Medical Staff – Melissa Bartel, MD (Tele-Radiology): The complete reappointment application and provider profile of Melissa Bartel, MD was reviewed with no</p>	<p>Upon motion duly made and seconded, it was so</p>	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>discrepancies. The report from the National Practitioner’s Data Bank contained no reports. She did report one new malpractice claim, notice of claim filed. The claim was reviewed by the Chief of Rad/Path with no reservations to present and recommend approval of appointment. Upon motion made and seconded it was so VOTED to recommend reappointment of Melissa Bartel, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Karen Caldemeyer, MD (Tele-Radiology): The complete reappointment application and provider profile of Karen Caldemeyer, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. She did previously report three malpractice claims, one still pending in court, and two closed without payment. The claim was reviewed by the Chief of Rad/Path with no reservations to present and recommend approval of appointment. Upon motion made and seconded it was so VOTED to recommend reappointment of Karen Caldemeyer, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Delphia Clarke, MD (Tele-Radiology): The complete reappointment application and provider profile of Delphia Clarke, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. She did report one new malpractice claim, closed without payment. The claim was reviewed by the Chief of Rad/Path with no reservations to present and recommend approval of appointment. Upon motion made and seconded it was so VOTED to recommend reappointment of Delphia Clarke, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Consulting Medical Staff – Lawrence Kaler, MD (Tele-Radiology): The complete reappointment application and provider profile of Lawrence Kaler, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. He did report two new malpractice claims, both pending in court. The claim was reviewed by the Chief of Rad/Path with no reservations to present and recommend approval of appointment. Upon motion made and seconded it was so VOTED to recommend reappointment of Lawrence Kaler, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p>	<p>VOTED to approve the reappointment of Dr. Melissa Bartel to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Karen Caldemeyer to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Delphia Clarke to the Consulting Medical Staff.</p> <p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Lawrence Kaler to the Consulting Medical Staff.</p>	

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	<p>Reappointment Consulting Medical Staff – Kedar Kulkarni, MD (Tele-Radiology): The complete reappointment application and provider profile of Kedar Kulkarni, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained two malpractice settlement payments, and two state licensure actions. He did previously report one malpractice claim, pre-trial settlement. The claim was reviewed by the Chief of Rad/Path with no reservations to present and recommend approval of appointment. Upon motion made and seconded it was so VOTED to recommend reappointment of Kedar Kulkarni, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Kedar Kulkarni to the Consulting Medical Staff.</p>	
	<p>Reappointment Consulting Medical Staff – Serge Somrov, MD (Tele-Radiology): The complete reappointment application and provider profile of Serge Somrov, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained one malpractice settlement payment. He did previously report one malpractice claim, pre-trial settlement. The claim was reviewed by the Chief of Rad/Path with no reservations to present and recommend approval of appointment. Upon motion made and seconded it was so VOTED to recommend reappointment of Serge Somrov, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Serge Somrov to the Consulting Medical Staff.</p>	
	<p>Reappointment Consulting Medical Staff – Kurtis Tedesco, MD (Tele-Radiology): The complete reappointment application and provider profile of Kurtis Tedesco, MD was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained one malpractice settlement payment. He did previously report one malpractice claim, which has now had a pre-trial settlement. The claim was reviewed by the Chief of Rad/Path with no reservations to present and recommend approval of appointment. Upon motion made and seconded it was so VOTED to recommend reappointment of Kurtis Tedesco, MD to the Consulting Medical Staff with privileges as requested through June 30, 2025. This recommendation was forwarded to the Board of Directors for action.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Dr. Kurtis Tedesco to the Consulting Medical Staff.</p>	
	<p>Reappointment Allied Health Professional Staff – Kimberly Cousins, FNP: The complete reappointment application and provider profile of Kimberly Cousins, FNP was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. It was noted the additional privilege for suprapubic catheterization needs to be clarified as replacement only and not initial insertion. Upon motion duly made and seconded it was so VOTED to recommend the reappointment of Kimberly Cousins, FNP to the Allied Health Professional Staff with privileges as requested with the noted clarification through June 30, 2025 with Dr. Flynn, Dr.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Kimberly Cousins, FNP to the Allied Health Professional Staff.</p>	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Harrigan, and Dr. Karod as her supervising physicians. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Allied Health Professional Staff – Scott Walton, PA-C: The complete reappointment application and provider profile of Scott Walton, PA-C, was reviewed with no discrepancies. The report from the National Practitioner’s Data Bank contained no reports. Upon motion duly made and seconded it was so VOTED to recommend approving the reappointment of Scott Walton, PA-C to the Allied Health Professional Staff with privileges as requested through June 30, 2025 with Dr. Michaud as his supervising physician. This recommendation was forwarded to the Board of Directors for action.</p> <p>Reappointment Applications Not Received – Reappointment applications were not received from the following:</p> <ol style="list-style-type: none"> 1) Boris Avezbakiyev, MD 2) Hacer Kural, MD 3) Bhunesh Maheshwari, MD 4) Manoel Moraes, MD 5) William Taylor, MD 6) Jad Wakim, MD 7) Allison Ainsworth, FNP 8) Ann Gahagan, FNP 9) Allison Guerrette, FNP 10) Mary Alice Goode, CRNA 11) Terry Palmer, CRNA 	<p>Upon motion duly made and seconded, it was so VOTED to approve the reappointment of Scott Walton, PA-C to the Allied Health Professional Staff.</p> <p>Informational.</p>	
<p>4. Quality Management Committee, Patient Safety Committee, Dashboard</p>	<p>Dr. Regan Gallagher reported the following from the May QM Committee Meeting:</p> <p>Old Business reviewed Included: Case Management Dashboard, Nutritional Services QI Sheets and Environment of Care.</p> <p>Utilization and Case Management reports reviewed Included: Dashboard, Delays in Stay (Internal and External) and Readmission Rates.</p> <p>Joint Commission Follow-up – Cary has completed an FSA (self-assessment) for Joint Commission readiness.</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the Quality Management Committee report as presented.</p>	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>QM Compliance Indicators reviewed were: Nutritional Services, Human Resources, Radiology, Pulmonary/Cardiac Rehab, OR/PACU, Rehab and Security.</p> <p>2023 Dashboard – Dr. Gallagher provided an overview of the inpatient and outpatient core measures, medical staff and departmental quality indicators.</p> <p>Customer Satisfaction – Leslie Anderson provided a review of the customer satisfaction scores, including the 2023 initiatives for review of meals, care transitions, medication communication, quietness and response of staff. She reported that One Day Surgery scores continue to be high.</p> <p>Patient Safety Committee – The May 10, 2023 minutes were included in the packet for informational purposes.</p>		
<p>5. Report of Chairman, Board of Directors – Doug Plourde, Chairman</p> <p>a. Report from Board Members – PHS, MSEC, Department Leaders</p> <p>b. Board Self Appraisal</p>	<p>Doug Plourde provided the following updates:</p> <p>Pines Health Services – Luke Dyer reported Pines has two new Board members, Mark Andersen and Nicole Cote. Information was shared regarding the recent incident at Cary.</p> <p>Medical Staff Executive Committee Meetings – Jane McCall stated she had nothing to add to Dr. Flynn's report of the meeting.</p> <p>Department Leaders – Doug Plourde shared that everyone is thrilled about not wearing masks. Dr. Gallagher provided a review of COVID statistics. Jamie Corrigan has transitioned to Manager of Patient Access with Chelsea Desrosiers as her Administrator. The MRI machine will be replaced this fall. It was a good meeting.</p> <p>Board Self-Appraisal – Kris Doody provided an overview of the Board Self-Appraisal including: Board/Medical Staff relationship, Board/Administrative Staff relationship, Finances, Quality Management/Patient Safety, relationship with Ovation (formerly QHR), legal responsibilities, suggested priorities and educational offerings.</p>	<p>Informational.</p>	
<p>6. Report of CEO – Kris Doody</p> <p>a. Physician Recruitment and</p>	<p>Kris Doody reported the following, noting more information is available in the CEO and Provider Activity Reports:</p> <p>Physician Recruitment –</p> <ul style="list-style-type: none"> Hem/Onc – Dr. Elena Vaglia is now working full-time at the Jefferson Cary Cancer Center. 	<p>Informational.</p>	

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<p>Retention</p>	<p>Dr. Zimbler will be providing part-time coverage during 2023.</p> <ul style="list-style-type: none"> Pathology – A contract has been negotiated with Dahl Chase for Pathology coverage with Dr. Rick Riemersma, Pathologist as Medical Director. Hospitalist – Dr. Guillermo Noguera has signed a Letter of Intent. He is interested in providing daytime coverage as an independent contractor. Pediatrics – With Dr. Karunasiri leaving, locums Dr. Abussa and Dr. Fritz will be assisting with coverage through the end of the year. Zoom interviews have been completed with interested pediatricians with additional interviews being scheduled. Dr. Yoojeong Oh completed a site visit May 29th and 30th. A Letter of Intent has been extended to Dr. Oh. OB/GYN – Dr. Karen Bossie will continue to provide one weekend per month coverage through 2023. A locum OB/GYN, Dr. Tanner, has been secured to assist with coverage. Tracl Labreck, CNM will start her new position at Pines in August. ENT – Discussions and contract negotiation are ongoing with Dr. Charles Kava, ENT from Rockport, Maine. He is interested in providing part-time coverage on a monthly basis in the Specialty Clinic, beginning Fall 2023. Ongoing Recruitment – Recruitment is ongoing for pediatrics, primary care, orthopedics, OB/GYN and anesthesia (CRNA). 		
<p>b. 100th Anniversary Committee</p>	<p>100th Anniversary Committee – Kris Doody reported the committee is planning events to during the Carbou Cares Program in 2024. A Cary and Pines picnic has been planned. The 100th Anniversary Event will be celebrated in September 2024 at the Carbou Inn & Convention Center. Bill Flagg will be attending a future Board meeting to provide updates on upcoming events.</p>		
<p>c. Veterans Activities</p>	<p>Veterans Activities – Kris Doody reported there are no new updates on the VA Clinic. The Veteran’s Administration Clinic has requested an extension of their current contract for VA Clinic leased space. Leslie Anderson reported that plans are to meet with Sharon Fusco, Administrator of Maine Veterans’ Homes to discuss increasing the costs of meals provided by Cary to MVH Carbou.</p>		
<p>d. Ovation Healthcare Consulting</p>	<p>Ovation Healthcare Consulting – Leslie Anderson reported Nutritional Services is consulting with Ovation’s cooking staff and Executive Chef is ongoing. A plan has been recommended moving forward. A follow-up call with Ovation is being planned. Laboratory Services inventory project is ongoing and will ‘go live’ in two of the four areas being reviewed. The project is scheduled to continue for the next 3 months.</p>		
<p>7. Report of Finance & Personnel Committee</p> <p>a. April Financials</p>	<p>Chelsea Desrosiers and Chris Bell provided the following updates: April Financials - Chelsea Desrosiers provided an overview of the April 2023 Financials for Cary</p>	<p>Upon motion duly made and seconded, it was so VOTED to approve the</p>	



Board of Directors
June 5, 2023
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
	<p>Medical Center, including review of: gross patient revenue, net operating revenue, expenses, COVID funding and net income (loss) for April.</p> <p>Cost Reports - Cost Reports submitted include: one for L'Acadie, one for Cary and one for Medicare. All cost reports were accepted.</p>	<p>report of the Finance & Personnel Committee as reported.</p>	
<p>8. Compliance Quarterly Report</p> <p>a. Annual Board of Directors Compliance Education</p>	<p>Dr. Regen Gallagher provided the following updates:</p> <ul style="list-style-type: none"> • Policies – There were no new or revised policies; • Audits – Physician Contract review, historically completed in April, will be reported during the September Compliance Report moving forward; • Audits – Finance Audits include Q1 HRSA Provider Relief Fund Reporting and Medicare Q1 Credit Balance Reporting. Human Resources audits include Exempt Status Audit and License Audit (up to date and posted); • Compliance Hotline – There have been no calls to the compliance hotline which is advertised widely with signage around the organization, reviewed at Annual Training and included in any other compliance related communications; • Healthicity – The program continues to be used for OIG exclusion checks and HIPAA violation tracking; • Contracts – One NP renewal, one new per diem CRNA, one new physician and three CRNA addenda for retention; and • Board Education was provided via two compliance videos. 	<p>Upon motion duly made and seconded, it was so voted to approve the Compliance Quarterly Report as presented.</p>	
<p>9. Nursing Quarterly Report</p>	<p>Jenn Plant provided the following updates:</p> <ul style="list-style-type: none"> • Currently Cary is recruiting for RN's in ACU, ED, L'Acadie, Maternal/Child, SCU and Supervision; CNA's in ACU, ED and at L'Acadie; a Respiratory Therapist in Cardiopulmonary • Position Status was reviewed which includes 148 RN's, 3 LPN's and 12 NNG (new nurse graduates) • New nursing hires for 2023 was reviewed, this includes 12 NNG's, 1 new RN, 13 experienced RN's; 17 full-time, 5 part-time and 4 per diem • Patient Safety Measures were reviewed including medication barcode scanning, inpatient falls, and American Heart Association annual education compliance. • 2023 Nursing Focus Areas include: pain management, responsiveness to staff, quietness, care transitions, communication about medication, hand-off and errors 	<p>Upon motion duly made and seconded, it was so VOTED to approve the Nursing Quarterly Report as presented.</p>	

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>a. AHRQ Hospital Safety Culture Survey Results</p>	<p>AHRQ Hospital Safety Culture Survey Results – The survey is conducted every two years and asks staff about a variety of topics to assess their perceptions of safety in the hospital environment as well as the culture around patient safety. It is a requirement to perform this kind of survey, however not necessarily the AHRQ survey. External entities like Leapfrog grade Cary Medical Center based on participation.</p> <ul style="list-style-type: none"> • Topics include: manager and supervisor support for safety, staffing and work pace, learning from errors, response to error, communication openness, communication about error, employee event reporting, teamwork, handoffs, patient safety rating, and do most employees report events. • Respondents – There were 80 respondents from: Rehab Services, ICU, Radiology, Oncology, ACU, OB, ER, Surgical Services, Pharmacy, Cardio-Pulmonary Services, Lab and Specialty Clinic • Results were reviewed, including score, improvement from last survey in 2021, Cary’s Overall Safety Score is 75 which is a six-point increase from 2021 and one point about the AHRQ benchmark. Questions where Cary was lower than the AHRQ benchmark were reviewed. • A plan with the following three priorities was included: event reporting and communication, handoffs and staffing. Some items are currently in place while other items will be implemented. 		
<p>11. Ovation Healthcare Updates</p>	<p>Chip Holmes provided the following updates:</p> <ul style="list-style-type: none"> • The 5 pillars of Ovation Healthcare were reviewed. • Octave – Leadership Advisory Services such as executive and board advisement, turnarounds, governance and compliance, capital access, facilities management, physician recruitment and network development, and hospital strategy; • Elevate – Supply & Expense Management Solutions such as supply chain solutions, purchased services, Pharmacy, Materials and Workforce Management; • Amplify – Revenue Cycle Management such as revenue cycle management, early-out RCM services, managed care, coding/billing, payer relations and HFR; • Cadence – Clinical Services such as CCM shared services, care/utilization management, care navigation/patient outreach, behavioral health, physician services, hospital-based services, clinical advisory services, and quality & regulatory services; • Velocity – Surgical Management such as ASC Management and Development, ASC Optimization, Ambulatory Network Planning, ASC Billing and ASC Purchasing and Supplies. <p>• Chip shared he looks forward to attending a Board Meeting in person in the future. He</p>	<p>Informational.</p>	



Board of Directors
June 5, 2023
5:30 p.m.

AGENDA TOPIC	ISSUE DISCUSSED & CONCLUSION	PLAN OF ACTION	PERSON RESPONSIBLE
<p>12. Other, Adjournment & Next Meeting</p>	<p>would be glad to present an overview of Ovation and its relationship with Cary Medical Center.</p> <ul style="list-style-type: none"> An email will be circulated about a new leadership program titled: Ovation Healthcare Board Certification Program. <p>Other – Leslie Anderson, COO, shared with the Board of Directors that she will be leaving Cary Medical Center September 30, 2023 to move to the Portland area. She shared that her husband, Shawn, has accepted the position of President/CEO of Medical Mutual in Portland. They are hoping to find a home in the Falmouth/Yarmouth area.</p> <p>Adjournment - Upon motion duly made and seconded, it was so VOTED to adjourn the meeting at approximately 7:15 p.m.</p> <p>Next Meeting –The next meeting of the Board of Directors is scheduled for Monday, July 10, 2023, 5:30 p.m. (2nd Monday due to the July 4th Holiday). Doug Plourde shared as it is customary to skip a meeting during the summer months, Peg will poll everyone to find out if members would like to skip the July or August meeting. Packets of information will still be provided.</p>	<p>Informational.</p>	

Prepared by: Marguerite E. McAfee (Peg), Executive Assistant to the CEO & COO

Respectfully submitted,

Kris Doody, RN, MSB, CEO