



State of Maine Board of Corrections

State House Station #111
Augusta, ME 04333-0111



MEMBERS:

Mark Westrum*
Douglas Beaulieu
David Bowles
Anne Head
Richard Hanley
Randall Liberty
Joseph Ponte
Stuart Smith
Vinton Cassidy
* Chair of the Board

EXECUTIVE DIRECTOR:

Michael Tausek

EXECUTIVE ASSOCIATES:

Kelene Barrows
April Fortier

CORRECTIONS WORKING GROUP:

Commissioner Joseph Ponte*
Sheriff Glenn Ross*
Cynthia Brann
David Allen
Scott Ferguson
Amy Fowler
Ralph Nichols
John O'Connell
*Co-Chairs

FOCUS GROUPS:

Budget
Education
Inventory of Needs
Information Technology
Medical/ Pharmacy
Mental Health/Substance Abuse
Pretrial/Diversion/Reentry
Transportation
Victim Services

Date: March 20, 2012

To: County Commissioners, Sheriffs, County Clerks and Jail Administrators

From: Michael Tausek, Executive Director

Subject: Fiscal Year 2013 Budget Instruction and Submission Time Line

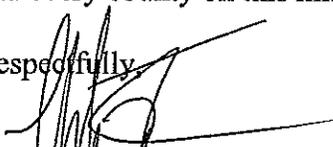
Dear Members:

As we approach the end of Fiscal Year 2012 and prepare for Fiscal Year 2013 I want to take this opportunity to thank everyone for all their service this past year. Many of your decisions (fiscal and non-fiscal alike) were difficult to make and undoubtedly caused stress within yourself and amongst staff. Regarding our pending budget deadline, I have spoken to various board members and Budget Focus Group members and feel the instructions and time lines submitted below may help guide you in the budget process:

- Each county shall submit a FY 13 budget reflecting a 1% reduction. Please include a narrative explaining the impact this reduction will have on your facility.
- Please submit your budgets to me via email at Michael.J.Tausek@maine.gov. I will then forward each budget to Chairman Mark Westrum and Scott Ferguson.
- Budget submission deadline is 4:00 PM on Tuesday, May 1, 2012.
- Budget review will take place on Tuesday, May 22nd and Wednesday May 23rd in the BOC Conference Room, 3rd Floor of the Marquardt Building, 32 Blossom Lane, Augusta. Review sessions will be scheduled in 1 hour intervals.
- Counties asked to/or requesting to meet with the board for review will be given at least 7 days notice of meeting time.
- Board members shall meet to conduct final reviews and report on approved budgets on June 19, 2012.
- Scott Ferguson is available for those needing assistance with CRAS.

I am aware that the new fiscal year will be characterized by unique challenges, but I do believe that if we can work together to make decisions that represent the best strategic choices for our system we can find operational success. I look forward to working with each and every county on this mission.

Respectfully,


Michael Tausek