

M.C.C.A.

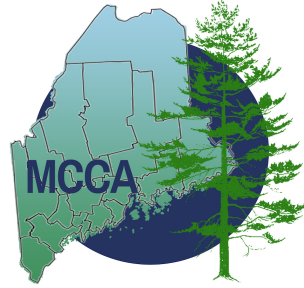
Thomas Coward, President
Cumberland County

Amy Fowler, Vice President
Waldo County

Carol Maines, Secretary-Treasurer
Knox County

Charles Pray
Executive Director

Lauren Haven
Office Manager



Maine County Commissioners Association

4 Gabriel Drive, Suite 2
Augusta, ME 04330
207-623-4697

www.mainecounties.org

MAINE COUNTY COMMISSIONERS ASSOCIATION

MCCA Board of Directors' Meeting

July 11th, 2018 at 10:00 am
MCCA Offices in Augusta

Agenda

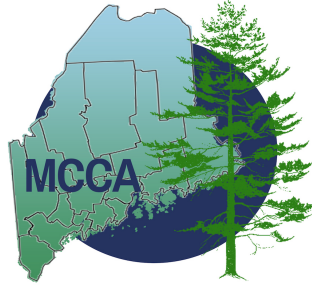
- I. Call to Order, Introductions, Attendance & Pledge of Allegiance
- II. Approval of/Additions to the Agenda
- III. Approval of June 13, 2018 Meeting Minutes
- IV. Reports
 - A. Executive Director and Legislative Report
 - B. Financial Reports
 - C. Association Reports
 - D. Annual Convention Report
 - E. NACo Report
 - F. Strategic Plan Review Committee
- V. Other Business
- VI. Adjournment

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MAINE COUNTY COMMISSIONERS ASSOCIATION MCCA Board of Directors' Meeting Minutes MCCA Offices Augusta, June 13, 2018

I. Call to Order, Introductions, Attendance and Pledge of Allegiance

President Thomas Coward called the meeting to order at approximately 10:30 a.m. following the MCCA Risk Pool meeting. Attendees recited the Pledge of Allegiance and all present introduced themselves.

DIRECTORS PRESENT: *Aroostook* – Comm. Norman Fournier; *Cumberland* – Comm. Thomas Coward; *Hancock* – Comm. Percy Brown; *Kennebec* – Admin. Bob Devlin proxy for Comm. George Jabar; *Knox* – Comm. Carol Maines; *Lincoln* – Comm. William Blodgett; *Penobscot* – Comm. Peter Baldacci; *Piscataquis* – Comm. James Annis; *Somerset* – Admin. Dawn DiBlasi proxy for Comm. Newell Graf; *Waldo* – Comm. Amy Fowler; *Washington* – County Manager Betsy Fitzgerald proxy for Comm. Chris Gardner and *York* – Comm. Michael Cote.

OTHERS PRESENT: *Cumberland* – Comm. Steve Gorden; *Knox* – Admin. Andrew Hart; *Lincoln* – Admin. Carrie Kipfer; *MACCAM* – Bill Collins; *MACT* – David Parkman; and *MSA* – Sheriff Todd Brackett and Jail Admin. Richard Wurpel.

DIRECTORS ABSENT: *Androscoggin* – Comm. Zachary Maher; *Kennebec* – Comm. George Jabar; *Oxford* – Comm. Steven Merrill; *Sagadahoc* – Comm. Charles Crosby III; *Somerset* – Comm. Newell Graf; and *Washington* – Comm. Chris Gardner

STAFF PRESENT: Executive Director Charles Pray, Risk Pool Manager Malcolm Ulmer and Office Manager Lauren Haven.

II. Approval of/Additions to the Agenda

Comm. Fowler moved and Comm. Cote seconded approving the agenda with no additions. The motion was approved unanimously.

III. Approval of May 9, 2018 Board of Directors' Meeting Minutes

Comm. Cote moved to approve the minutes from the Board of Directors' meeting on May 9, 2018 with revisions. Comm. Fowler seconded the motion and it passed unanimously.

IV. Consider Continuing to Endorse the NACo Discount Prescription Drug Card Program

The group looked at the updated Discount Prescription Drug Card Program contract. Office Manager Lauren Haven said NACo had planned to complete this update in 2017 and is just now following through with the paperwork. MCCA staff requested authorization for Executive Director Charles Pray to sign the new contract.

Meeting attendees asked a few questions including if there is a cost to counties. Lauren said it's free for NACo member counties to participate. It's also free to county residents. It was also asked if NACo has been making payments to MCCA for the number of Maine participants. Lauren said yes, quarterly distributions are received, although the program could be utilized more heavily. Comm. Gorden asked if the program covered dental. Lauren said dental prescriptions are discounted and they offer a dental service plan for a small fee. More details and links are on the MCCA website. Lauren agreed to email the group information about the offered plans. Comm. Baldacci moved to authorize Executive Director Charles Pray to sign the updated NACo Discount Prescription Drug Card Program contract on behalf of MCCA. Comm. Fowler seconded the motion and it passed unanimously.

V. Reports

A. Executive Director and Legislative Report

Executive Director Charles Pray presented his report. The group discussed items on his report, particularly jail funding and the consequences of the lack of adequate funding including the current cash flow crisis in some of the jails. Mr. Pray said we should arrange for a press availability with representatives from MCCA, MSA and MACCAM to keep attention on the urgency of the topic. Comm. Fowler suggested creating bullet points to keep everyone unified. Mr. Pray said we could give the media a set of questions to ask so we could have the answers ready. Comm. Baldacci said the Board should endorse it. Comm. Fowler moved to approve the press availability as the best course of action at this stage. Comm. Cote seconded the motion and it passed unanimously.

B. Financial Reports

Office Manager Lauren Haven presented the May financial reports. She mentioned the receipt of a check in the amount of \$563 which was a personal contribution from former Oxford Administrator, Scott Cole, for an actuarial study he requested from MainePERS on the cost to upgrade the MCCA plan to include a cost of living adjustment. Ms. Haven invited questions about the reports. Hearing none, Comm. Baldacci moved and Comm. Fowler seconded approving the financial reports. The motion was passed with no opposition.

C. Association Reports

MACCAM: Penobscot Admin. Bill Collins stated the association members met in Kennebec County on Monday. Attendees included three county employee alumni who visited. Of course, the main topic of discussion was jail funding followed by

MACT: Treasurer David Parkman said there was nothing to report.

MECCA: Communications Director Owen Smith emailed MCCA staff requesting the Board recognize MECCA's appreciation of the \$1,500 sponsorship from the Risk Pool for training.

MSA: Sheriff Todd Brackett reported MSA would have a retreat in Eastport in July in preparation for the jail funding workshop with MCCA and MACCAM in August. He said MSA is now transitioning from a contracted executive director to a hired employee filling this role.

D. Annual Convention Report

Office Manager Lauren Haven reported the Convention Planning Committee met on May 31st at the MCCA offices in Augusta. The committee working on educational sessions and speakers. Most of the educational sessions have been nailed down. Attendee registration will open as soon as the schedule is complete. The Committee is scheduled to meet next on June 15th at the MCCA offices. More details can be found in the meeting minutes enclosed in the agenda packet.

E. NACo Report

Comm. Baldacci reported he and Comm. Fowler will be attending the annual NACo conference in July which will be in Nashville, TN this year. He will take part in the Justice & Public Safety Steering Committee meetings, resolutions to Congress, and more. Comm. Fowler will participate in a wide variety of informative meetings, trainings and discussions. There will also be networking opportunities throughout the event with representatives from counties across the U.S.

XIII. Other Business

County Admin. Dawn DiBlasi announced Comm. Newell Graf was appointed by Governor LePage to the Efficient Delivery of Local & Regional Services Review Panel upon the recommendation of the MCCA Board of Directors in 2017. Other recommendations were: York County Commissioner Michael Cote, Cumberland County Commissioner Steve Gorden, and Sagadahoc County Administrator Pamela Hile. There was no news on other appointments.

XIV. Adjournment

President Thomas Coward invited a motion to adjourn at approximately 11:45 a.m. Comm. Brown made the motion seconded by Comm. Cote, and the motion was unanimously approved.
The group adjourned to lunch.

Respectfully submitted,

MCCA Office Manager, Lauren Haven

Attested:

MCCA Secretary-Treasurer, Carol Maines

M.C.C.A.

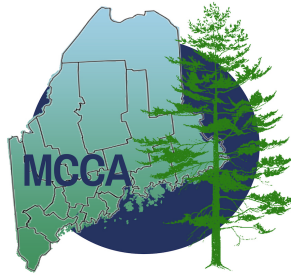
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MAINE COUNTY COMMISSIONERS ASSOCIATION

Executive Director's Report *July 11, 2018*

Legislative Report:

Jails: TBD

LD 1862, HP1297 An Act To Establish Municipal Cost Components for Unorganized Territory Services To Be Rendered in Fiscal Year 2018-19 Emergency Signed, 6/27/18 Enacted, 6/27/18.

Director's Report

Strategic Plan – Work in Progress

Annual Convention:

Gubernatorial Forum: Letters inviting the four gubernatorial candidates, Maine Attorney General Janet Mills, (D), collision repair businessman Shawn Moody, (R) and two unenrolled candidates, advocate, small business owner Alan Caron and Maine Treasurer Terry Hayes were mailed and we I will call at the end of the week to seek confirmation if we have not heard back from any of them.

Firooza Pavri, Director of the Muskie School of Public Service has been invited to be our speaker at the opening Dinner. Pavri holds a M.A. and Ph.D. degrees from the University of Toledo and Ohio State University respectively. Pavri teaches and conducts research in environmental geography, society-environment interactions, natural resource conservation and policy, sustainable development, and geospatial technologies, including remote sensing with her research using satellite imaging and other geospatial tools and techniques monitoring landscape changes across wetland, freshwater, urban, and forested ecosystems in both the U.S. and India. Her research has explored the socio-economic, environmental and policy issues related to sustainable wind energy production.

MCCA/MSA/MCCAM: Joint Correction Session:

We are still in a hold until after the MSA's Retreat in Washington County later this month.

Maine Municipal Association:

As I stated last month I was a bit disappointed the MMA did not come out stronger in stating support for greater State funding of County Jails. The Jails system saves municipalities significant costs to communities not needing facilities to hold the individuals many local law enforcement officials arrest for the safety and security of the communities and as I stated at that time we initiate, on behalf of MCCA for the MMA to host a discussion as part of their program at their Annual convention on "Jail Funding: Why It Matters to Municipalities". We have a strong message and needs to reach the communities leaders directly and have those individuals to direct the Augusta organizational base to understand we deliver services and we, County government, are not the burdensome drain of municipal fiscal resources to Counties being the principal provider of services to the overwhelming majority of Maine Communities. Since Jails are our largest costs, it is advantageous to get them to see the value, the security, the service, the savings we provide to every municipality across the State. We need to show them that value and purpose.

MAINE COUNTY COMMISSIONERS ASSOCIATION

June 2018 Financial Report

Attached please find the financial reports for the month of June 2018. The Balance Sheet shows total assets and liabilities at \$161,048. This amount includes \$31,839 from the money market account for MainePERS employer contributions.

Debits to the bank account in June totaled \$17,774, and receipts of \$2,943 were credited to the account. The majority of the credits are from vendor registrations and sponsorships received for the convention. The general fund checking account balance as of June 30th was \$122,100.07 as some transactions had not yet cleared. With about 49% of the year elapsed, approximately 59% of the \$250,446 budgeted revenue had been received. On the expenditure side, \$17,608 was expended in June, and \$101,708 or 41% had been expended year-to-date.

Additional details of financial transactions appear in the *Profit & Loss Budget vs. Actual, Transaction Detail, Expenses by Vendor, and Profit & Loss Previous Year Comparison* reports. There are no financial concerns to note.

Please don't hesitate to let me know if you have any questions or would like to see anything presented differently in the financial reports.

Respectfully submitted,



Lauren Haven
Office Manager

Accepted by:

Date: July 11, 2018

Charles Pray, Executive Director

Thomas Coward, President

Amy Fowler, Vice-President

Carol Maines, Secretary-Treasurer

Maine County Commissioners Association
Balance Sheet (accrual)
As of June 30, 2018

07/05/2018

	<u>June 2018</u>
ASSETS	
Current Assets	
Checking/Savings	
MCCA Checking-Savings Bank	122,100.07
Money Market Account	31,839.90
Petty Cash Account	<u>200.00</u>
Total Checking/Savings	154,139.97
Accounts Receivable	
Receivables	<u>1,497.00</u>
Total Accounts Receivable	<u>1,497.00</u>
Total Current Assets	155,636.97
Fixed Assets	
RLB0019 - Accumulated Depreciation	-2,912.00
RLB0028 - Equipment	6,660.00
RLB0030 - Depreciation	<u>1,664.00</u>
Total Fixed Assets	<u>5,412.00</u>
TOTAL ASSETS	<u><u>161,048.97</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	<u>-625.28</u>
Total Accounts Payable	-625.28
Other Current Liabilities	
1000-00 - Employee Health Insurance Contr	1,043.11
1001-00 - MainePERS Employee Contribution	111.79
RLB0032 - Accrued Vacation	<u>820.90</u>
Total Other Current Liabilities	<u>1,975.80</u>
Total Current Liabilities	<u>1,350.52</u>
Total Liabilities	1,350.52
Equity	
3200-00 - Fund Balance to Current Yr Inc	-111,452.00
3900-00 - Earnings	225,171.11
Net Income	<u>45,979.34</u>
Total Equity	<u>159,698.45</u>
TOTAL LIABILITIES & EQUITY	<u><u>161,048.97</u></u>

Maine County Commissioners Association Reconciliation Summary

07/05/2018

Money Market Account, Period Ending 06/18/18

	June 2018
Beginning Balance	31,834.84
Cleared Transactions	
Deposits and Credits - 1 item	5.06
Total Cleared Transactions	5.06
Cleared Balance	31,839.90
Register Balance as of 06/18/18	31,839.90
Ending Balance	31,839.90

Maine County Commissioners Association
Reconciliation Summary
MCCA Checking-Savings Bank, Period Ending 06/30/18

07/05/2018

	June 2018
Beginning Balance	140,039.39
Cleared Transactions	
Checks and Payments - 16 items	-17,774.18
Deposits and Credits - 2 items	2,943.15
Total Cleared Transactions	-14,831.03
Cleared Balance	125,208.36
Uncleared Transactions	
Checks and Payments - 3 items	-3,108.29
Total Uncleared Transactions	-3,108.29
Register Balance as of 06/30/18	122,100.07
New Transactions	
Deposits and Credits - 2 items	1,642.00
Total New Transactions	1,642.00
Ending Balance	123,742.07

Maine County Commissioners Association

Reconciliation Detail

07/05/2018

MCCA Checking-Savings Bank, Period Ending 06/30/18

	Type	Date	Name	Amount	Balance
Beginning Balance					140,039.39
Cleared Transactions					
Checks and Payments - 16 items					
	Bill Pmt -Check	5/30	Maine Farm Bureau	-1,497.17	-1,497.17
	Bill Pmt -Check	5/30	MainePERS	-670.00	-2,167.17
	Bill Pmt -Check	5/30	US Bank	-288.80	-2,455.97
	Bill Pmt -Check	5/30	Camden National Bank	-243.34	-2,699.31
	Bill Pmt -Check	6/8	Bangor Payroll	-2,417.61	-5,116.92
	Bill Pmt -Check	6/8	MainePERS	-683.80	-5,800.72
	Bill Pmt -Check	6/8	Country Cafe Catering	-275.00	-6,075.72
	Bill Pmt -Check	6/8	Spectrum Business/TWC	-168.81	-6,244.53
	Bill Pmt -Check	6/8	Capitol Computers	-125.00	-6,369.53
	Bill Pmt -Check	6/15	Bangor Payroll	-2,417.61	-8,787.14
	Bill Pmt -Check	6/22	Bangor Payroll	-2,417.61	-11,204.75
	Bill Pmt -Check	6/22	Maine Farm Bureau	-1,497.17	-12,701.92
	Bill Pmt -Check	6/22	US Bank	-288.80	-12,990.72
	Bill Pmt -Check	6/22	Eastern Alliance	-144.00	-13,134.72
	Bill Pmt -Check	6/22	Liberty Mutual Insurance	-57.50	-13,192.22
	Bill Pmt -Check	6/29	Bangor Payroll	-4,581.96	-17,774.18
Total Checks and Payments				-17,774.18	-17,774.18
Deposits and Credits - 2 items					
	Deposit	6/21		2,937.50	2,937.50
	Deposit	6/30		5.65	2,943.15
Total Deposits and Credits				2,943.15	2,943.15
Total Cleared Transactions				-14,831.03	-14,831.03
Cleared Balance				-14,831.03	125,208.36
Uncleared Transactions					
Checks and Payments - 3 items					
	Bill Pmt -Check	3/27	Maine Farm Bureau	-1,497.17	-1,497.17
	Bill Pmt -Check	4/25	Maine Farm Bureau	-1,497.17	-2,994.34
	Bill Pmt -Check	6/22	Haven, Lauren	-113.95	-3,108.29
Total Checks and Payments				-3,108.29	-3,108.29
Total Uncleared Transactions				-3,108.29	-3,108.29
Register Balance as of 06/30/18				-17,939.32	122,100.07
New Transactions					
Deposits and Credits - 2 items					
	Deposit	7/2	Buzz Seating	450.00	450.00
	Deposit	7/2	NACo Public Emp Benefits LLC	1,192.00	1,642.00
Total Deposits and Credits				1,642.00	1,642.00
Total New Transactions				1,642.00	1,642.00
Ending Balance				-16,297.32	123,742.07

Maine County Commissioners Association
Profit & Loss Budget vs. Actual
January through June 2018

07/05/2018

Accrual Basis

	Budget	June 2018	Jan-Jun 2018	\$ Over Budget	% of Budget
Income					
4100-00 · Convention Income					
4110-00 · Plaques	400			-400	
4120-00 · Registration	22,000	480	758	-21,242	3%
4130-00 · Sponsorship	9,000	2,000	2,000	-7,000	22%
4140-00 · Vendor	11,500	458	1,815	-9,685	16%
Total 4100-00 · Convention Income	42,900	2,938	4,573	-38,327	11%
4300-00 · Dues	136,935		136,935		100%
4400-00 · Other Income	4,500		6,121	1,621	136%
4500-00 · NACo Roster	500			-500	
4600-00 · MCCA Risk Pool Assessment	26,250			-26,250	
4800-00 · MainePERS Surplus Funds	9,431			-9,431	
4810-00 · Interest Earned	100	11	56	-44	56%
4920-00 · Transfer in from Fund Balance	29,830			-29,830	
Total Income	250,446	2,949	147,685	-102,761	59%
Gross Profit	250,446	2,949	147,685	-102,761	59%
Expense					
5000-00 · Payroll Expenses					
5020-00 · Payroll Fees	2,000	182	940	-1,060	47%
5030-00 · FICA	9,620	920	4,779	-4,841	50%
5040-00 · MainePERS Contributions	9,431	684	4,554	-4,877	48%
5050-00 · Salary-Office Manager	47,951	4,611	24,058	-23,893	50%
5060-00 · Salary-Executive Director	79,040	7,600	39,520	-39,520	50%
Total 5000-00 · Payroll Expenses	148,042	13,997	73,851	-74,191	50%
5100-00 · Insurance					
5110-00 · Health Insurance	11,300	940	5,639	-5,661	50%
5120-00 · Commercial, Crime, D&O Ins	2,054	58	1,691	-363	82%
5130-00 · Workers Comp	550		132	-418	24%
5140-00 · Unemployment Comp Ins	450	144	386	-64	86%
Total 5100-00 · Insurance	14,354	1,142	7,848	-6,506	55%
6010-00 · Prof. Services					
6012-00 · Prof Services - Legal Services	500			-500	
6013-00 · Financial Audit	3,000			-3,000	
Total 6010-00 · Prof. Services	3,500			-3,500	
6030-00 · Lobbying					
6031-00 · Lobbying Reg	200		200		100%
Total 6030-00 · Lobbying	200		200		100%
6040-00 · NACO Expenses					
6041-00 · Conferences	6,470			-6,470	
Total 6040-00 · NACO Expenses	6,470			-6,470	
6050-00 · Education and Training	600			-600	
6100-00 · Bank Charges	50			-50	

	Budget	June 2018	Jan-Jun 2018	\$ Over Budget	% of Budget
6110-00 · Convention Expense					
6113-00 · Entertainment/Speakers	2,500			-2,500	
6114-00 · MCCA Staff Registration Expense	1,340			-1,340	
6118-00 · Meeting Exp.	29,760		500	-29,260	2%
6121-00 · Supplies	500			-500	
6124-00 · Commissioner Retirement Plaques	400			-400	
Total 6110-00 · Convention Expense	34,500		500	-34,000	1%
6140-00 · Copies-Printing					
6142-00 · Directory	100		100		100%
Total 6140-00 · Copies-Printing	100		100		100%
6145-00 · Dues Expense	1,100		1,350	250	123%
6150-00 · Equipment - Office					
6151-00 · Computer Hardware & Software	250		250	0	100%
6152-00 · IT Services	1,700	125	750	-950	44%
6153-00 · Photocopier Lease	3,400	289	1,733	-1,667	51%
6154-00 · Printer & Supplies	1,000		473	-527	47%
6156-00 · Other	400			-400	
Total 6150-00 · Equipment - Office	6,750	414	3,206	-3,544	47%
6160-00 · Fees	100		65	-35	65%
6170-00 · Meeting Expense					
6171-00 · Annual Meeting	2,000		1,495	-505	75%
6172-00 · County Officials' Workshop	250			-250	
6173-00 · Monthly	2,800	314	1,574	-1,226	56%
6175-00 · Meetings - Other	750		463	-287	62%
Total 6170-00 · Meeting Expense	5,800	314	3,532	-2,268	61%
6180-00 · Mileage & Travel Expense	2,750		150	-2,600	5%
6195-00 · Office Space Rental	19,000	1,497	8,983	-10,017	47%
6215-00 · Postage-Shipping	250		117	-133	47%
6230-00 · Advertising	250			-250	
6235-00 · Supplies	2,000		308	-1,692	15%
6240-00 · Telephone, Fax & Internet					
6241-00 · Cell Phone	1,830	75	450	-1,380	25%
6243-00 · Phone, Fax & Internet	2,200	169	1,008	-1,192	46%
Total 6240-00 · Telephone, Fax & Internet	4,030	244	1,458	-2,572	36%
6250-00 · Website	100		40	-60	40%
6260-00 · Contingency	500			-500	
Total Expense	250,446	17,608	101,708	-148,738	41%

Maine County Commissioners Association

Expenses by Vendor Detail

June 2018

07/05/2018

Accrual Basis

Type	Date	Memo	Account	Amount	Balance
Bangor Payroll					
Bill	6/1	Office Managers Salary	5050-00 · Salary-Office Manager	922.13	922.13
Bill	6/1	Taxes	5030-00 · FICA	183.27	1,105.40
Bill	6/1	Processing fee	5020-00 · Payroll Fees	34.00	1,139.40
Bill	6/1	ED Salary	5060-00 · Salary-Executive Director	1,520.00	2,659.40
Bill	6/8	Office Managers Salary	5050-00 · Salary-Office Manager	922.13	3,581.53
Bill	6/8	Taxes	5030-00 · FICA	183.27	3,764.80
Bill	6/8	Processing fee	5020-00 · Payroll Fees	34.00	3,798.80
Bill	6/8	ED Salary	5060-00 · Salary-Executive Director	1,520.00	5,318.80
Bill	6/15	Office Managers Salary	5050-00 · Salary-Office Manager	922.13	6,240.93
Bill	6/15	Taxes	5030-00 · FICA	183.27	6,424.20
Bill	6/15	Processing fee	5020-00 · Payroll Fees	34.00	6,458.20
Bill	6/15	ED Salary	5060-00 · Salary-Executive Director	1,520.00	7,978.20
Bill	6/22	Office Managers Salary	5050-00 · Salary-Office Manager	922.13	8,900.33
Bill	6/22	Taxes	5030-00 · FICA	183.27	9,083.60
Bill	6/22	Processing fee	5020-00 · Payroll Fees	34.00	9,117.60
Bill	6/22	ED Salary	5060-00 · Salary-Executive Director	1,520.00	10,637.60
Bill	6/29	Office Managers Salary	5050-00 · Salary-Office Manager	922.13	11,559.73
Bill	6/29	Taxes	5030-00 · FICA	186.88	11,746.61
Bill	6/29	Processing fee	5020-00 · Payroll Fees	46.00	11,792.61
Bill	6/29	ER Health Insurance Contributions	5110-00 · Health Insurance	939.79	12,732.40
Bill	6/29	Payroll for week 6/18 to 6/24/18	5060-00 · Salary-Executive Director	1,520.00	14,252.40
Total Bangor Payroll				14,252.40	14,252.40
Capitol Computers					
Bill	6/8		6152-00 · IT Services	125.00	125.00
Total Capitol Computers				125.00	125.00
Country Cafe Catering					
Bill	6/8		6173-00 · Monthly	275.00	275.00
Total Country Cafe Catering				275.00	275.00
Eastern Alliance					

	Type	Date	Memo	Account	Amount	Balance
Total Eastern Alliance Haven, Lauren	Bill	6/22		5140-00 · Unemployment Comp Ins	144.00	144.00
					144.00	144.00
Total Haven, Lauren	Bill	6/22		6173-00 · Monthly	38.95	38.95
Liberty Mutual Insurance	Bill	6/22		6241-00 · Cell Phone	75.00	113.95
					113.95	113.95
Total Liberty Mutual Insurance	Bill	6/22		5120-00 · Commercial, Crime, D&O Ins	57.50	57.50
Maine Farm Bureau					57.50	57.50
Total Maine Farm Bureau	Bill	6/19	Printed by MCCA	6195-00 · Office Space Rental	1,497.17	1,497.17
MainePERS					1,497.17	1,497.17
Total MainePERS	Bill	6/8		5040-00 · MainePERS Contributions	683.80	683.80
Spectrum Business/TWC					683.80	683.80
Total Spectrum Business/TWC	Bill	6/8		6243-00 · Phone, Fax & Internet	168.81	168.81
US Bank					168.81	168.81
Total US Bank	Bill	6/22		6153-00 · Photocopier Lease	288.80	288.80
					288.80	288.80
TOTAL					17,606.43	17,606.43

Maine County Commissioners Association
Transaction Detail by Account
June 2018

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07/05/2018

Accrual Basis

MCCA Checking-Savings Bank

Type	Date	Name	Memo	Amount	Balance
Bill Pmt -Check	6/8	MainePERS		-683.80	-683.80
Bill Pmt -Check	6/8	Capitol Computers		-125.00	-808.80
Bill Pmt -Check	6/8	Spectrum Business/TWC		-168.81	-977.61
Bill Pmt -Check	6/8	Country Cafe Catering		-275.00	-1,252.61
Bill Pmt -Check	6/8	Bangor Payroll	Payroll for week 5/28 to 6/3/18	-2,417.61	-3,670.22
Bill Pmt -Check	6/15	Bangor Payroll	Payroll for week 6/4 to 6/10/18	-2,417.61	-6,087.83
Deposit	6/21		Deposit	2,937.50	-3,150.33
Bill Pmt -Check	6/22	Eastern Alliance		-144.00	-3,294.33
Bill Pmt -Check	6/22	Liberty Mutual Insurance		-57.50	-3,351.83
Bill Pmt -Check	6/22	Maine Farm Bureau	Printed by MCCA	-1,497.17	-4,849.00
Bill Pmt -Check	6/22	US Bank		-288.80	-5,137.80
Bill Pmt -Check	6/22	Haven, Lauren		-113.95	-5,251.75
Bill Pmt -Check	6/22	Bangor Payroll	Payroll for week 6/11 to 6/17/18	-2,417.61	-7,669.36
Bill Pmt -Check	6/29	Bangor Payroll	Payroll for week 6/18 to 6/24/18	-4,581.96	-12,251.32
Deposit	6/30		Interest	5.65	-12,245.67
				-12,245.67	-12,245.67
Deposit	6/20		Interest	5.06	5.06
				5.06	5.06
Bill	6/1	Bangor Payroll	Payroll for week 5/21 to 5/27/18	-2,417.61	-2,417.61
Bill	6/8	MainePERS		-683.80	-3,101.41
Bill Pmt -Check	6/8	MainePERS		683.80	-2,417.61
Bill	6/8	Capitol Computers		-125.00	-2,542.61
Bill Pmt -Check	6/8	Capitol Computers		125.00	-2,417.61
Bill	6/8	Spectrum Business/TWC		-168.81	-2,586.42
Bill Pmt -Check	6/8	Spectrum Business/TWC		168.81	-2,417.61
Bill	6/8	Country Cafe Catering		-275.00	-2,692.61
Bill Pmt -Check	6/8	Country Cafe Catering		275.00	-2,417.61
Bill	6/8	Bangor Payroll	Payroll for week 5/28 to 6/3/18	-2,417.61	-4,835.22
Bill Pmt -Check	6/8	Bangor Payroll	Payroll for week 5/28 to 6/3/18	2,417.61	-2,417.61
Bill	6/15	Bangor Payroll	Payroll for week 6/4 to 6/10/18	-2,417.61	-4,835.22
Bill Pmt -Check	6/15	Bangor Payroll	Payroll for week 6/4 to 6/10/18	2,417.61	-2,417.61
Bill	6/19	Maine Farm Bureau	Printed by MCCA	-1,497.17	-3,914.78

Total MCCA Checking-Savings Bank
Money Market Account

Total Money Market Account
Accounts Payable

	Type	Date	Name	Memo	Amount	Balance
Total Accounts Payable 1000-00 - Employee Health Insurance Contr	Bill	6/22	Eastern Alliance		-144.00	-4,058.78
	Bill Pmt -Check	6/22	Eastern Alliance		144.00	-3,914.78
	Bill	6/22	Liberty Mutual Insurance		-57.50	-3,972.28
	Bill Pmt -Check	6/22	Liberty Mutual Insurance		57.50	-3,914.78
	Bill Pmt -Check	6/22	Maine Farm Bureau	Printed by MCCA	1,497.17	-2,417.61
	Bill	6/22	US Bank		-288.80	-2,706.41
	Bill Pmt -Check	6/22	US Bank		288.80	-2,417.61
	Bill	6/22	Haven, Lauren		-113.95	-2,531.56
	Bill Pmt -Check	6/22	Haven, Lauren		113.95	-2,417.61
	Bill	6/22	Bangor Payroll	Payroll for week 6/11 to 6/17/18	-2,417.61	-4,835.22
	Bill Pmt -Check	6/22	Bangor Payroll	Payroll for week 6/11 to 6/17/18	2,417.61	-2,417.61
	Bill	6/29	Bangor Payroll	Payroll for week 6/18 to 6/24/18	-4,581.96	-6,999.57
	Bill Pmt -Check	6/29	Bangor Payroll	Payroll for week 6/18 to 6/24/18	4,581.96	-2,417.61
					-2,417.61	-2,417.61
	Bill	6/1	Bangor Payroll	EE Health Insurance Contrib	-46.42	-46.42
	Bill	6/8	Bangor Payroll	EE Health Insurance Contrib	-46.42	-92.84
Total 1000-00 - Employee Health Insurance Contr 1001-00 - MainePERS Employee Contribution	Bill	6/15	Bangor Payroll	EE Health Insurance Contrib	-46.42	-139.26
	Bill	6/22	Bangor Payroll	EE Health Insurance Contrib	-46.42	-185.68
	Bill	6/29	Bangor Payroll	EE Health Insurance Contrib	185.68	0.00
	Bill	6/29	Bangor Payroll	Payroll for week 6/18 to 6/24/18	0.00	0.00
					0.00	0.00
	Bill	6/1	Bangor Payroll	Employee Contrib	-195.37	-195.37
	Bill	6/8	Bangor Payroll	Employee Contrib	-195.37	-390.74
	Bill	6/15	Bangor Payroll	Employee Contrib	-195.37	-586.11
	Bill	6/22	Bangor Payroll	Employee Contrib	-195.37	-781.48
	Bill	6/29	Bangor Payroll	Employee Contrib	-195.37	-976.85
Total 1001-00 - MainePERS Employee Contrib 4100-00 - Convention Income 4120-00 - Registration	Bill	6/29	Bangor Payroll	EE MEPRS Retirement Contrib	976.85	0.00
					0.00	0.00
	Deposit	6/21	Info Quick Solutions, Inc.	Meals	-480.00	-480.00
					-480.00	-480.00
Total 4120-00 - Registration 4130-00 - Sponsorship	Deposit	6/21	Info Quick Solutions, Inc.	Sponsor & Ad	-2,000.00	-2,000.00
					-2,000.00	-2,000.00
Total 4130-00 - Sponsorship 4140-00 - Vendor						

	Type	Date	Name	Memo	Amount	Balance
Total 4140-00 · Vendor	Deposit	6/21	Info Quick Solutions, Inc.	Exhibit	-457.50	-457.50
					-457.50	-457.50
					-2,937.50	-2,937.50
Total 4100-00 · Convention Income						
4810-00 · Interest Earned	Deposit	6/20		Interest	-5.06	-5.06
	Deposit	6/30		Interest	-5.65	-10.71
					-10.71	-10.71
Total 4810-00 · Interest Earned						
5000-00 · Payroll Expenses						
5020-00 · Payroll Fees	Bill	6/1	Bangor Payroll	Processing fee	34.00	34.00
	Bill	6/8	Bangor Payroll	Processing fee	34.00	68.00
	Bill	6/15	Bangor Payroll	Processing fee	34.00	102.00
	Bill	6/22	Bangor Payroll	Processing fee	34.00	136.00
	Bill	6/29	Bangor Payroll	Processing fee	46.00	182.00
					182.00	182.00
Total 5020-00 · Payroll Fees						
5030-00 · FICA	Bill	6/1	Bangor Payroll	Taxes	183.27	183.27
	Bill	6/8	Bangor Payroll	Taxes	183.27	366.54
	Bill	6/15	Bangor Payroll	Taxes	183.27	549.81
	Bill	6/22	Bangor Payroll	Taxes	183.27	733.08
	Bill	6/29	Bangor Payroll	Taxes	186.88	919.96
					919.96	919.96
Total 5030-00 · FICA						
5040-00 · MainePERS Contribs	Bill	6/8	MainePERS		683.80	683.80
					683.80	683.80
5050-00 · Salary-Office Manager	Bill	6/1	Bangor Payroll	Office Managers Salary	922.13	922.13
	Bill	6/8	Bangor Payroll	Office Managers Salary	922.13	1,844.26
	Bill	6/15	Bangor Payroll	Office Managers Salary	922.13	2,766.39
	Bill	6/22	Bangor Payroll	Office Managers Salary	922.13	3,688.52
	Bill	6/29	Bangor Payroll	Office Managers Salary	922.13	4,610.65
					4,610.65	4,610.65
Total 5050-00 · Salary-Office Manager						
5060-00 · Salary-Executive Director	Bill	6/1	Bangor Payroll	ED Salary	1,520.00	1,520.00
	Bill	6/8	Bangor Payroll	ED Salary	1,520.00	3,040.00
	Bill	6/15	Bangor Payroll	ED Salary	1,520.00	4,560.00
	Bill	6/22	Bangor Payroll	ED Salary	1,520.00	6,080.00
	Bill	6/29	Bangor Payroll	Payroll for week 6/18 to 6/24/18	1,520.00	7,600.00

	Type	Date	Name	Memo	Amount	Balance
Total 5060-00 · Salary-Executive Director					7,600.00	7,600.00
Total 5000-00 · Payroll Expenses					13,996.41	13,996.41
5100-00 · Insurance						
5110-00 · Health Insurance						
Total 5110-00 · Health Insurance					939.79	939.79
5120-00 · Commercial, Crime, D&O Ins				ER Health Insurance Contrib	939.79	939.79
Total 5120-00 · Commercial, Crime, D&O Ins					57.50	57.50
5140-00 · Unemployment Comp Ins					57.50	57.50
Total 5140-00 · Unemployment Comp Ins					144.00	144.00
Total 5100-00 · Insurance					144.00	144.00
6150-00 · Equipment · Office					1,141.29	1,141.29
6152-00 · IT Services						
Total 6152-00 · IT Services					125.00	125.00
6153-00 · Photocopier Lease					125.00	125.00
Total 6153-00 · Photocopier Lease					288.80	288.80
Total 6150-00 · Equipment - Office					288.80	288.80
6170-00 · Meeting Expense					413.80	413.80
6173-00 · Monthly						
Total 6173-00 · Monthly					275.00	275.00
Total 6170-00 · Meeting Expense					38.95	313.95
6195-00 · Office Space Rental					313.95	313.95
Total 6195-00 · Office Space Rental					313.95	313.95
6240-00 · Telephone, Fax & Internet					1,497.17	1,497.17
6241-00 · Cell Phone				Printed by MCCA	1,497.17	1,497.17
Total 6241-00 · Cell Phone					75.00	75.00
6243-00 · Phone, Fax & Internet					75.00	75.00
Total 6243-00 · Phone, Fax & Internet					168.81	168.81
Total 6240-00 · Telephone, Fax & Internet					168.81	168.81
					243.81	243.81

Maine County Commissioners Association
Profit & Loss Prev Year Comparison
June 2018

3:29 PM
07/05/2018
Accrual Basis

	June 2018	June 2017	\$ Change	% Change
Income				
4100-00 · Convention Income				
4120-00 · Registration	480.00	0.00	480.00	100.0%
4130-00 · Sponsorship	2,000.00	0.00	2,000.00	100.0%
4140-00 · Vendor	457.50	450.00	7.50	1.67%
Total 4100-00 · Convention Income	2,937.50	450.00	2,487.50	552.78%
4400-00 · Other Income	0.00	77.20	-77.20	-100.0%
4810-00 · Interest Earned	10.71	9.39	1.32	14.06%
Total Income	2,948.21	536.59	2,411.62	449.43%
Gross Profit	2,948.21	536.59	2,411.62	449.43%
Expense				
5000-00 · Payroll Expenses				
5020-00 · Payroll Fees	182.00	178.00	4.00	2.25%
5030-00 · FICA	919.96	335.34	584.62	174.34%
5040-00 · MainePERS Contributions	683.80	237.38	446.42	188.06%
5050-00 · Salary-Office Manager	4,610.65	4,565.00	45.65	1.0%
5060-00 · Salary-Executive Director	7,600.00	0.00	7,600.00	100.0%
Total 5000-00 · Payroll Expenses	13,996.41	5,315.72	8,680.69	163.3%
5100-00 · Insurance				
5110-00 · Health Insurance	939.79	921.36	18.43	2.0%
5120-00 · Commercial, Crime, D&O Ins	57.50	35.20	22.30	63.35%
5130-00 · Workers Comp	0.00	140.00	-140.00	-100.0%
5140-00 · Unemployment Comp Ins	144.00	0.00	144.00	100.0%
Total 5100-00 · Insurance	1,141.29	1,096.56	44.73	4.08%
6030-00 · Lobbying				
6032-00 · Lobbying - Contractual	0.00	5,000.00	-5,000.00	-100.0%
Total 6030-00 · Lobbying	0.00	5,000.00	-5,000.00	-100.0%
6050-00 · Education and Training	0.00	70.00	-70.00	-100.0%
6110-00 · Convention Expense				
6113-00 · Entertainment/Speakers	0.00	1,225.00	-1,225.00	-100.0%
6118-00 · Meeting Exp.	0.00	1,000.00	-1,000.00	-100.0%
Total 6110-00 · Convention Expense	0.00	2,225.00	-2,225.00	-100.0%
6150-00 · Equipment - Office				
6152-00 · IT Services	125.00	125.00	0.00	0.0%
6153-00 · Photocopier Lease	288.80	281.57	7.23	2.57%
Total 6150-00 · Equipment - Office	413.80	406.57	7.23	1.78%
6170-00 · Meeting Expense				
6173-00 · Monthly	313.95	35.14	278.81	793.43%
Total 6170-00 · Meeting Expense	313.95	35.14	278.81	793.43%
6180-00 · Mileage & Travel Expense	0.00	149.58	-149.58	-100.0%
6195-00 · Office Space Rental	1,497.17	1,497.17	0.00	0.0%

	June 2018	June 2017	\$ Change	% Change
6235-00 · Supplies	0.00	51.69	-51.69	-100.0%
6240-00 · Telephone, Fax & Internet				
6241-00 · Cell Phone	75.00	60.01	14.99	24.98%
6243-00 · Phone, Fax & Internet	168.81	167.60	1.21	0.72%
Total 6240-00 · Telephone, Fax & Internet	243.81	227.61	16.20	7.12%
6250-00 · Website	0.00	17.17	-17.17	-100.0%
Total Expense	17,606.43	16,092.21	1,514.22	9.41%
Net Income	-14,658.22	-15,555.62	897.40	5.77%

M.C.C.A.

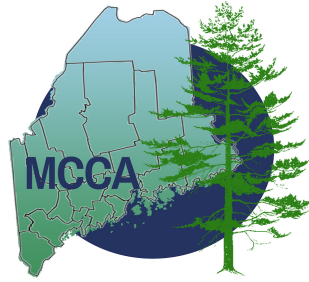
Thomas Coward, President
Cumberland County

Amy Fowler, Vice President
Waldo County

Carol Maines, Secretary-Treasurer
Knox County

Charles Pray
Executive Director

Lauren Haven
Office Manager



Maine County Commissioners Association

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MAINE COUNTY COMMISSIONERS ASSOCIATION

Convention Planning Committee Meeting Minutes

MCCA Offices, 4 Gabriel Drive, Augusta

Friday, June 15th at 10:00 am

1. Introductions

Attendance: Abby Shanor, Deb Tibbetts, Diana Messina, Linda Corliss (by phone), Owen Smith, Suzanna Gallant and Lauren Haven

2. Convention Schedule

3. Educational Sessions

The group looked at the updated list of educational sessions, instructors, titles and descriptions. Since the last meeting, the following updates have taken place:

- Alyssa Tibbetts will speak about performance improvement plans in the first HR session.
- Tim O'Brien will talk about FMLA, Workers Comp, and ADA for the second HR session.
- Lauren emailed Bob Devlin about the educational session on investing.
- Mike LaPlante has received approval to speak at the convention.
- Kofile has sent a title and description for their session.
- Linda McGill's topic is going to be, "Our unconscious Biases at Work".
- Sheriff Joyce can't come to the convention and will be away for the next ten days. Abby will look into an MMA HR session from their conference by Dirigo.
- The Tax Abatement segment is confirmed; we're just waiting for a title and description.
- Same for the session on Probate Law.

4. Attendee Registration

The group discussed registration and agreed registration will open after all the educational sessions are nailed down.

5. Program Cover

Anyone who would like to have their cover design considered can send a picture file, or pdf to Lauren. They will be posted online, and committee members can vote for their favorite design. The design with the most votes will be the one selected. Deadline for design submissions will be August 1st and the committee will have a week to vote, closing the following Wednesday, August 8th.

6. Speakers

- Kevin Hancock of Hancock Lumber has sent his bio, picture, and W-9 as requested.
- We're waiting to see if Firooza Pavri, Director of the Muskie school will be able to speak on Friday night at the opening ceremonies. Charlie's working on this piece.
- NACo has not yet informed us who will be coming to speak for Saturday lunch.

7. Vendors & Sponsors

There are nine vendors and five potential sponsors at this time. However, it's not unusual for vendors/sponsors/exhibitors/advertisers to sign up closer to the event.

York County has agreed to donate items for the attendee bags. Oxford County still has glasses from Oxford Casino we can use. When registration opens all counties will be invited to contribute.

8. Other Updates

Commissioner Amy Fowler from Waldo County visited Point Lookout as a potential location for hosting next year's convention. Point Lookout has submitted a cost estimate. Lauren will compare it to the past few venues. Owen suggested offering a cruise as an activity there. He will look into it.

The group talked about the golf tournament agreeing teams should try to find a small amount, \$50 per team of four players to sponsor the event.

9. Next Steps – Attendee Registration can open after educational sessions are verified.

10. July Meeting – The group looked at their schedules and decided on Friday, July 27th at 10:00 at the MCCA offices.