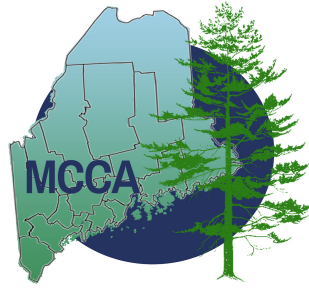


M.C.C.A.

Thomas Coward, President
Cumberland County

Amy Fowler, Vice President
Waldo County

Carol Maines, Secretary-Treasurer
Knox County



Maine County Commissioners Association

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

www.mainecounties.org

Charles Pray
Executive Director

Lauren Haven
Office Manager

MAINE COUNTY COMMISSIONERS ASSOCIATION

MCCA Board of Directors' Meeting

Pepperell Mill Campus, Main Street, Biddeford

March 15, 2018 at 10:00 am

Agenda

- I. Call to Order, Introductions, Attendance & Pledge of Allegiance
- II. Approval of/Additions to the Agenda
- III. Approval of February 15, 2018 Meeting Minutes
- IV. County Government Day Proclamation
- V. Reports
 - A. Executive Director and Legislative Report
 - B. Financial Reports
 - C. Association Reports
 - D. Annual Convention Report
 - E. NACo Report
- VI. Other Business
- VII. Adjournment

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MAINE COUNTY COMMISSIONERS ASSOCIATION MCCA Board of Directors' Meeting Minutes Buker Community Center, February 15, 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 Legislative Breakfast and the MCCA Risk Pool meeting. Attendees recited the Pledge of Allegiance and all present introduced themselves.

DIRECTORS PRESENT: *Androscoggin* – Comm. Zachary Maher; *Aroostook* – Comm. Paul Underwood proxy for Comm. Norman Fournier; *Cumberland* – Comm. Thomas Coward; *Hancock* – Admin. Scott Adkins proxy for Comm. Percy Brown; *Kennebec* – Comm. Nancy Rines proxy for Comm. George Jabar; *Knox* – Comm. Carol Maines; *Lincoln* – Admin. Carrie Kipfer proxy for Comm. William Blodgett; *Penobscot* – Comm. Peter Baldacci; *Sagadahoc* – Admin. Pamela Hile proxy for Comm. Charles Crosby III; *Somerset* – Comm. Newell Graf; *Waldo* – Comm. Amy Fowler; *Washington* – Comm. Chris Gardner; and *York* – Comm. Michael Cote.

OTHERS PRESENT: *Androscoggin* – Admin. Larry Post; *Aroostook* – Admin. Ryan Pelletier; *Cumberland* – Comm. Steve Gorden and Manager Jim Gailey; *Kennebec* – Admin. Bob Devlin; *Penobscot* – Comm. Laura Sanborn; *Piscataquis* – Manager Tom Lizotte; *Somerset* – Comm. Robert Sezak, Comm. Cyprien Johnson, and Admin. Dawn DiBlasi; *York* – Comm. Cynthia Chadwick Granger; *MACCAM* – Bill Collins; and *MSA* – Troy Morton.

DIRECTORS ABSENT: *Androscoggin* – Comm. Sally Christner; *Hancock* – Comm. Percy Brown; *Kennebec* – Comm. George Jabar; *Lincoln* – Comm. William Blodgett; *Oxford* – Comm. Steven Merrill; and *Piscataquis* – Comm. Jim Annis

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 January 10, 2018 Board of Directors' Meeting Minutes

Comm. Cote **moved** to approve the minutes from the Board of Directors' meeting on January 10, 2018 with the addition of County Manager Greg Zinser to the list of attendees. Comm. Fowler **seconded** the **motion** and it was **passed**.

IV. Reports

A. Executive Director and Legislative Report

Executive Director Charles Pray presented information about the DOC report recommending another county jail takeover. He believed, judging by numerous conversations with key legislative committee members and leadership, there will be very little support. Comm. Baldacci stated we have the facts and we need to present the impact on counties. The group discussed communicating with legislators about county jail funding and the arrangement with MSA to agree on certain overall financial numbers to demonstrate solidarity among the organizations. The MSA letter we expected to pass out with the MCCA letter at the Legislative Breakfast did not arrive. The group agreed counties should show strong and unanimous support for Washington County as Governor LePage has moved to close the Down East Correctional Facility in Machiasport laying off employees without warning and secretly moving the inmates at the end of last week. A bill to keep the prison open is pending in the Legislature.

Mr. Pray recommended MCCA invite Chief justice Leigh Saufley to speak at the opening ceremonies at the annual convention. Attendees were in favor. He will notify the board of her decision to accept or decline.

WIOA (Workforce Innovation and Opportunity Act) funding progress has been made as the judge in the case ordered the release of the funds being held.

Mr. Pray reminded board members they accepted an invitation at the January meeting from Sheriff King to hold MCCA's March Board meeting at the MSA conference at the Pepperell Mill Campus on March 15th. MCCA staff will follow up and distribute more information when it becomes available.

B. Financial Report

Office Manager Lauren Haven presented the January financial reports and highlighted one or item updates. Counties have been invoiced for MCCA membership dues. Ads were entered in the Directory of Maine Counties for the first time, bringing in about \$4,000 in unbudgeted revenue. She invited questions about the reports. Hearing none, Comm. Graf **moved** and Comm. Fowler **seconded** approving the financial reports. The **motion** was **approved**.

C. Legislative Report

There was no further discussion on legislative matters at this point in the meeting.

D. Association Reports

MACCAM: Admin. Bill Collins stated their association members, particularly Admin. Bob Devlin, worked very diligently to gather and display the necessary data for the MCCA jail operating cost document. Meeting attendees were appreciative.

MSA: Sheriff Troy Morton said all is well and was looking forward to commissioner participation at the MSA conference in March.

E. Annual Convention Report

Office Manager Lauren Haven reported the Convention Planning Committee met on January 25th at the 2018 convention venue, the DoubleTree, for a walk through and food tasting. The committee was interested in having Kevin Hancock, CEO of Hancock Lumber be the lunch speaker on Friday. Hancock Lumber has been voted one of the best places to work in Maine for four years running. Kevin talks about empowering every employee and finding life balance. The Committee is scheduled to meet next on March 1st at the MCCA offices. More details can be found in the meeting minutes enclosed in the agenda packet.

F. NACo Report

Comm. Baldacci reminded attendees of his upcoming trip to the NACo Legislative Conference March 3rd through March 7th in Washington D.C. He was planning to meet with Maine Senators and attend various meetings. The conversation veered to information and progress on topics and initiatives Comm. Baldacci might bring back to the board such as the budget as it affects counties, an infrastructure bill, and the opioid crisis. York County commissioners talked about a pilot program being developed to enter addicted individuals into recovery programs in lieu of jail incarceration.

XIII. Other Business

Office Manager Lauren Haven welcomed attendees to take copies of the 2018 Directory back to their counties. More copies will be printed and will be available at future meetings as needed. She announced lunch would be ready shortly after the close of the meeting.

XIV. Adjournment

*President Thomas Coward invited a **motion** to adjourn at approximately 11:20 a.m. Comm. Graf made the **motion** seconded by Comm. Baldacci, and the **motion** was unanimously **approved**.* The group adjourned to lunch.

Respectfully submitted,

MCCA Office Manager, Lauren Haven

Attested:

MCCA Secretary-Treasurer, Carol Maines



2018 PROCLAMATION

NATIONAL COUNTY GOVERNMENT MONTH

APRIL 2018

MAINE COUNTY GOVERNMENT DAY

APRIL 12, 2018

"SERVING THE UNDERSERVED"

WHEREAS, the nation's 3,069 counties serving more than 300 million Americans provide essential services to create healthy, safe and vibrant; and

WHEREAS, counties move America forward by providing health care, administering justice, keeping communities safe, creating economic opportunities and much more; and


WHEREAS, Maine County Commissioners Association (MCCA) and all Maine counties take pride in their responsibility to serve, protect and enhance the health, welfare, security and safety of its residents with efficient and cost-effective county services; and

WHEREAS, through National Association of Counties President Roy Charles Brooks' "Serving the Underserved" initiative, NACo is focusing on the critical role counties play in breaking multi-generational cycles of poverty; and

WHEREAS, to remain healthy, vibrant and safe, America's counties provide public health, justice, safety, infrastructure, transportation, technology, environmental stewardship and economic services that play a key role in everything from law enforcement, Registry of Deeds and Probate to emergency response; and

WHEREAS, each year since 1991 the National Association of Counties has encouraged counties across the country to actively promote their own programs and services to the public they serve;

NOW, THEREFORE, BE IT RESOLVED THAT I, Thomas S. Coward, Cumberland County Commissioner and MCCA President do hereby proclaim April 2018 as National County Government Month, April 12, 2018 as Maine County Government Day, and encourage all county officials, employees, and residents to participate in county government celebration activities.



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MAINE COUNTY COMMISSIONERS ASSOCIATION

Executive Director's Report

March 15, 2018

Legislative:

We continue our Legislature efforts through the Committee structure and key individuals in the process in putting together the budget numbers we, MACCAM and MCCA have now presented to the Committees members both in a joint workshop as well as general distribution to the full House and Senate.

As you all know, or should know, the Appropriations Committee and Criminal Justice Committee held a joint committee workshop to hear from Commissioner Fitzpatrick and DOC on the Department's "*Proposal for the Restructuring of Maine County Jails*" in which he had arrived, prepared, a number of minutes before the scheduled start. Committee members were slow to arrive causing a slight delay. Sheriffs and local law enforcement, Commissioner Gordon and other County representatives were present. While waiting for a sufficient number of the two committees to arrive Commissioner Fitzpatrick was summoned to the Governor's office and on his return gathered his staff and departed.

Upon convening Senator Hamper allowed the Governor's Chief of Staff to comment on what had happened, in which she stated due to the lack of support for the Governor's proposal he considered it "a waste of time" to have the Commissioner explain it to the Committees.

After several comments by members of both committees, none favorable to the Governor's actions, Senator Hamper opened the workshop up to public comments. Cumberland County Sheriff and MSA President Joyce expressed frustration with the total lack of respect and failure of outreach by the Administration to address the situation Jails face daily addressing a sundry of issues from medical costs to employment turnover and more.

Sheriff Morton testified to Penobscot's situation, overcrowding, boarding-out inmates, medical expenses and CO retention. I followed, again distributing to both committees the Joint Statements by us and the MSA and the County by County breakdown, stressed the numbers, how the numbers, like all budgeting numbers are projections of expected cost and demands and like all governing bodies, with a mind to efficient and effective with taxpayers dollars in providing facilities to incarcerate individuals for public safety through their due judicial process and short term sentencing. I reminded them Counties are required to meet the over two hundred Jail Standards and changing legislative directives in legislation such as facilities being required to have registered nurses instead of LPNs, all baring a cost to what Counties are required to meet.

Following that several local police department chiefs spoke opposing closing jails as to the additional burden greater travel would have on their budgets and potential coverage extended transportation of arrests and court travel would have on them.

Senator Hamper then directed the CJPS Committee to hold their committee workshop to assess the numbers and to report back to Appropriation their recommendations.

Along to that, two points. First, Rep. Warren, CJ, House Chair, has assured she will work with us.

Second, Representatives Grohman (and Gerrish) have expressed a desire to resolve the issue of funding long term by picking up on DOC's regional approach.

I have had a couple of discussions with him as well as a couple of emails exchanges advising him Counties currently work together, each with their own demands, but helping each other out. The Representative expressed he had met with the Governor and his staff exchanging ideas but not to any specific conclusions.

Rep. Grohman is interested in initiating a hybrid working group of the parties involved to collaborate on addressing long term savings. I advised, at this moment, the current session needs to address the immediate situation and due to the short session and with legislative elections the Legislature did not have the time or money to explore long planning of a State take over even if they were going to have the Counties pay for it. He agreed... but wants to work on it at, if not now, going forward. I know Commissioner Cote and Greg Zinser have spoken to him as well

End note, the legislature is in its final 34 days counting weekends without an extension. It will happen quick.

Director's Report

Annual Conference:

We have extended an invitation to Chief Justice Leigh Saufley to be our principal Speaker Friday evening, completing a trifecta approach of extending our hand for involvement with the three branches of State government. Friday evening's speaker would follow our forum with the candidates for governor and of course our entry into hosting a Legislative breakfast, clearly which, with not being a last moment thing next year, will be better prepared and, of course, with new and old legislators. This, of course, leads to remind you of our County Government Day at State House in the Hall of Flags on the 12th of April, a Thursday, six days before the normal scheduled adjournment of the Legislature.

As to the forum at the Conference: The Green and Libertarian parties have notified the Secretary of State they are not submitting candidates. As of Monday, the 12th, only five candidates had filed, three Republicans and two Democrats, a third Democrat stated he has the signatures. Republicans are Mayhew, Mason and Thibodeau have filed, Fredette had not yet filed, Democrats, AG Mills and Sweet are the only two have filed as of Monday. Unenrolled, so-called independents have until June to file with the Secretary of State office. That dwindles the earlier twenty-four (24) announced field for Governor to what looks like a possible five R's and five D's running in the Primary with a possible two or four unenrolled candidates. This would make the possible field the two principle political parties and two to four unenrolled so at most eight (8) potential candidates listed on the fall ballot. Not all will be serious candidates in the sense of having significant standing with the voting public across the board, and a couple of extreme long shots giving us four to six candidates to invite to participate in our Forum. We may still want to establish some degree of showing so the candidates and us, Commissioners would have a quality exchange in the forum.

We will have time to evaluate this in June after the primaries.

WIOA:

As I assume all know the Governor backed away from appealing his loss in the Federal Courts on funding the Coastal Board and in turn the other two regions. But, his resistance continues in seeking contract restrictions going forward with Contract language with establishing guidelines that are prohibitive in providing the services in carrying out successful counseling. Attached MCCA letter opposing the MDOL Contract changes.

Maine Municipal Association:

The conversations continue. I am on their Nomination Committee for their Officers (Vice President) and the Executive Board, This a selection review group who interviews and recommends to the body as a whole a slate of officers. This process will be several meetings over the spring and summer.

M.C.C.A.

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MAINE COUNTY COMMISSIONERS ASSOCIATION

February 28, 2018

Director, State Workforce Board
Maine Department of Labor
54 State House Station
Augusta, ME 04333-0054

TO: Maine State Workforce Board

The Maine County Commissioners Association (MCCA) remains supportive of the operations of the three regional Workforce Boards under the Workforce Innovation & Opportunity Act (WIOA) as designed and historically has effectively delivered workforce training and career services to the citizens across Maine. We strongly object to the State's continued attempts to place needless unfounded burdens and continuing unneeded disruptions into the delivery of services to the citizens of our state. The MCCA opposes the State Workforce Board Unified State Plan Modification 2018 for a number of reasons.

The MCCA believes it is redundant but necessary to remind the Maine Department of Labor the federal act provides local CEO's the principle local oversight in the WIOA, and the local Workforce Boards the authority to identify the workforce training and career services needed in their individual regions in the delivery of workforce development within their regions, as designed by the federal act.

The MCCA affirms the federal act authorizes the local Workforce Boards to evaluate and determine the mix of programs which allow the greater delivery of services to the citizens of the region. The WIOA directly assign the regional Workforce Boards the responsibility for developing case management, counseling and follow-up with participants ensuring efficiency and effectiveness of the programs being delivered as

well as providing the CEO's the charge of formulating and approving budgets for the delivery of these services for their regions.

The MCCA views the MDOL 70 percent training expenditure policy as an artificial restriction outside of the scope of the WIOA statutes and regulations. It is simply inappropriate and in direct contempt of federal intent as well as federal statute.

We unanimously request MDOL to cease their ill-advised efforts of disruptions of funding and impediments of delivery of services by the locally comprised Workforce Boards.

The MCCA agrees with the local Workforce Boards, the State's 70 percent minimum training expenditure policy usurps local authority determination of local budgets as expended under USDOL regulation (20 CFR 680.140((a)).

Respectfully,

Charles P. Pray

The Honorable Charles P. Pray
Executive Director
Maine County Commissioners Association

Cc: Commissioner Thomas Coward, President, MCCA
Commissioner Peter Baldacci, Immediate Past President, MCCA
MCCA Board of Directors

MAINE COUNTY COMMISSIONERS ASSOCIATION

February 2018 Financial Report

Attached please find the financial reports for the month of February 2018. The Balance Sheet shows total assets and liabilities at \$222,236. This amount includes \$31,823 from the money market account for MainePERS employer contributions.

Debits to the bank account in February totaled \$14,994, and receipts of \$128,917 were credited to the account. The \$400 was brought in from advertising space purchased for placement in the Directory of Maine Counties and the rest was accumulated from annual membership dues.

The general fund checking account balance as of February 28th was \$174,475.55 as some transactions had not yet cleared. With about 16% of the year elapsed, approximately 56% of the \$250,446 budgeted revenue will have been accumulated once all membership dues have been received. On the expenditure side, \$15,897 was expended in February.

Additional details of financial transactions appear in the *Profit & Loss Budget vs. Actual, Transaction Detail and Expenses by Vendor* 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: March 15, 2018

Charles Pray, Executive Director

Thomas Coward, President

Amy Fowler, Vice-President

Carol Maines, Secretary-Treasurer

Maine County Commissioners Association
Reconciliation Summary
Money Market Account, Period Ending 02/20/18

03/08/2018

	February 2018
Beginning Balance	31,820.19
Cleared Transactions	
Deposits and Credits - 1 item	2.87
Total Cleared Transactions	2.87
Cleared Balance	31,823.06
Register Balance as of 02/20/18	31,823.06
Ending Balance	31,823.06

Maine County Commissioners Association
Reconciliation Summary
MCCA Checking-Savings Bank, Period Ending 02/28/18

	February 2018
Beginning Balance	62,320.13
Cleared Transactions	
Checks and Payments - 15 items	-14,994.24
Deposits and Credits - 19 items	128,917.86
Total Cleared Transactions	113,923.62
Cleared Balance	176,243.75
Uncleared Transactions	
Checks and Payments - 4 items	-1,768.20
Total Uncleared Transactions	-1,768.20
Register Balance as of 02/28/18	174,475.55
New Transactions	
Checks and Payments - 3 items	-976.72
Total New Transactions	-976.72
Ending Balance	173,498.83

Maine County Commissioners Association

Reconciliation Detail

MCCA Checking-Savings Bank, Period Ending 02/28/18

	Date	Num	Name	Amount	Balance
Beginning Balance					62,320.13
Cleared Transactions					
Checks and Payments - 15 items					
	1/24	3878	National Council of County Assoc Exec	-750.00	-750.00
	1/24	3880	Secretary of State	-15.00	-765.00
	2/2	EFT	Bangor Payroll	-2,417.61	-3,182.61
	2/8	3885	MainePERS	-689.55	-3,872.16
	2/8	3887	Maine Municipal Association	-600.00	-4,472.16
	2/8	3886	Maine Brew Bus	-500.00	-4,972.16
	2/8	EFT	Spectrum Business/TWC	-167.85	-5,140.01
	2/8	3888	Capitol Computers	-125.00	-5,265.01
	2/9	EFT	Bangor Payroll	-2,417.61	-7,682.62
	2/16	EFT	Bangor Payroll	-2,417.61	-10,100.23
	2/23	EFT	Bangor Payroll	-4,332.57	-14,432.80
	2/26	EFT	US Bank	-288.80	-14,721.60
	2/26	3892	Haven, Lauren	-158.45	-14,880.05
	2/26	EFT	Liberty Mutual Insurance	-57.50	-14,937.55
	2/26	EFT	Camden National Bank	-56.69	-14,994.24
Total Checks and Payments				-14,994.24	-14,994.24
Deposits and Credits - 19 items					
	2/1		Skelton, Taintor & Abbott	400.00	400.00
	2/8		Knox County	9,129.00	9,529.00
	2/8		Waldo County	9,129.00	18,658.00
	2/8		York County	9,129.00	27,787.00
	2/8		Lincoln County	9,129.00	36,916.00
	2/9		Penobscot County	9,129.00	46,045.00
	2/9		Piscataquis County	9,129.00	55,174.00
	2/15		Milone & MacBroom	250.00	55,424.00
	2/16		Somerset County	9,129.00	64,553.00
	2/16		Kennebec County	9,129.00	73,682.00
	2/16		Cumberland County Maine	9,129.00	82,811.00
	2/16		Hancock County	9,129.00	91,940.00
	2/16		Washington County	9,129.00	101,069.00
	2/16		Sagadahoc County	9,129.00	110,198.00
	2/16		Aroostook County	9,129.00	119,327.00
	2/16		Androscoggin County	9,129.00	128,456.00
	2/26		US Communities	56.91	128,512.91
	2/26		SMRT, Inc.	400.00	128,912.91
	2/28			4.95	128,917.86
Total Deposits and Credits				128,917.86	128,917.86
Total Cleared Transactions				113,923.62	113,923.62

	Date	Num	Name	Amount	Balance
Cleared Balance				113,923.62	176,243.75
Uncleared Transactions					
Checks and Payments - 4 items					
	11/29	3868	State of Maine-Hall of Flags	-100.00	-100.00
	2/26	3891	Maine Farm Bureau	-1,497.17	-1,597.17
	2/26	3889	Maine Municipal Association	-121.03	-1,718.20
	2/26	3890	Maine Sheriffs Association	-50.00	-1,768.20
Total Checks and Payments				-1,768.20	-1,768.20
Total Uncleared Transactions				-1,768.20	-1,768.20
Register Balance as of 02/28/18				112,155.42	174,475.55
New Transactions					
Checks and Payments - 3 items					
	3/7	3893	MainePERS	-683.80	-683.80
	3/7	EFT	Spectrum Business/TWC	-167.92	-851.72
	3/7	3894	Capitol Computers	-125.00	-976.72
Total Checks and Payments				-976.72	-976.72
Total New Transactions				-976.72	-976.72
Ending Balance				111,178.70	173,498.83

Maine County Commissioners Association
Balance Sheet (accrual)
As of February 28, 2018

	February 2018
ASSETS	
Current Assets	
Checking/Savings	
MCCA Checking-Savings Bank	174,475.55
Money Market Account	31,823.06
Petty Cash Account	200.00
Total Checking/Savings	<u>206,498.61</u>
Accounts Receivable	
Receivables	10,326.00
Total Accounts Receivable	<u>10,326.00</u>
Total Current Assets	<u>216,824.61</u>
Fixed Assets	
RLB0019 · Accumulated Depreciation	-2,912.00
RLB0028 · Equipment	6,660.00
RLB0030 · Depreciation	1,664.00
Total Fixed Assets	<u>5,412.00</u>
TOTAL ASSETS	<u><u>222,236.61</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-620.28
Total Accounts Payable	<u>-620.28</u>
Other Current Liabilities	
1000-00 · Employee Health Insurance Contr	1,043.11
1001-00 · MainePERS Employee Contribution	111.79
RLB0032 · Accrued Vacation	820.90
Total Other Current Liabilities	<u>1,975.80</u>
Total Current Liabilities	<u>1,355.52</u>
Total Liabilities	<u>1,355.52</u>
Equity	
3200-00 · Fund Balance to Current Yr Inc	-111,452.00
3900-00 · Earnings	225,066.11
Net Income	107,266.98
Total Equity	<u>220,881.09</u>
TOTAL LIABILITIES & EQUITY	<u><u>222,236.61</u></u>

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

	2018 Budget	Feb 2018	Year 2018	\$ Over Budget	% of Budget
Income					
4100-00 • Convention Income					
4110-00 • Plaques	400			-400	
4120-00 • Registration	22,000			-22,000	
4130-00 • Sponsorship	9,000			-9,000	
4140-00 • Vendor	11,500			-11,500	
Total 4100-00 • Convention Income	42,900			-42,900	
4300-00 • Dues	136,935		136,935		100%
4400-00 • Other Income	4,500	1,107	3,857	-643	86%
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	8	13	-87	13%
4920-00 • Transfer in from Fund Balance	29,830			-29,830	
Total Income	250,446	1,115	140,805	-109,641	56%
Gross Profit	250,446	1,115	140,805	-109,641	56%
Expense					
5000-00 • Payroll Expenses					
5020-00 • Payroll Fees	2,000	144	288	-1,712	14%
5030-00 • FICA	9,620	733	1,472	-8,148	15%
5040-00 • MainePERS Contributions	9,431	690	1,541	-7,890	16%
5050-00 • Salary-Office Manager	47,951	3,689	7,459	-40,492	16%
5060-00 • Salary-Executive Director	79,040	6,080	12,160	-66,880	15%
Total 5000-00 • Payroll Expenses	148,042	11,335	22,920	-125,122	15%
5100-00 • Insurance					
5110-00 • Health Insurance	11,300	940	1,880	-9,420	17%
5120-00 • Commercial, Crime, D&O Ins	2,054	58	115	-1,939	6%
5130-00 • Workers Comp	550	0		-550	
5140-00 • Unemployment Comp Ins	450	121	121	-329	27%
Total 5100-00 • Insurance	14,354	1,118	2,116	-12,238	15%
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	
Total 6030-00 • Lobbying	200			-200	
6040-00 • NACO Expenses					
6041-00 • Conferences	6,470			-6,470	
Total 6040-00 • NACO Expenses	6,470			-6,470	

	2018 Budget	Feb 2018	Year 2018	\$ Over Budget	% of Budget
6050-00 · Education and Training	600			-600	
6100-00 · Bank Charges	50			-50	
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	500	-29,260	2%
6121-00 · Supplies	500			-500	
6124-00 · Commissioner Retirement Plaques	400			-400	
Total 6110-00 · Convention Expense	34,500	500	500	-34,000	1%
6140-00 · Copies-Printing					
6142-00 · Directory	100			-100	
Total 6140-00 · Copies-Printing	100			-100	
6145-00 · Dues Expense	1,100	600	1,350	250	123%
6150-00 · Equipment - Office					
6151-00 · Computer Hardware & Software	250	42	42	-208	17%
6152-00 · IT Services	1,700	125	250	-1,450	15%
6153-00 · Photocopier Lease	3,400	289	578	-2,822	17%
6154-00 · Printer & Supplies	1,000		321	-679	32%
6156-00 · Other	400			-400	
Total 6150-00 · Equipment - Office	6,750	456	1,191	-5,559	18%
6160-00 · Fees	100	15	30	-70	30%
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	50	230	-2,570	8%
6175-00 · Meetings - Other	750			-750	
Total 6170-00 · Meeting Expense	5,800	50	1,725	-4,075	30%
6180-00 · Mileage & Travel Expense	2,750		70	-2,680	3%
6195-00 · Office Space Rental	19,000	1,497	2,994	-16,006	16%
6215-00 · Postage-Shipping	250	50	50	-200	20%
6230-00 · Advertising	250			-250	
6235-00 · Supplies	2,000	33	106	-1,894	5%
6240-00 · Telephone, Fax & Internet					
6241-00 · Cell Phone	1,830	75	150	-1,680	8%
6243-00 · Phone, Fax & Internet	2,200	168	336	-1,864	15%
Total 6240-00 · Telephone, Fax & Internet	4,030	243	486	-3,544	12%
6250-00 · Website	100			-100	
6260-00 · Contingency	500			-500	
Total Expense	250,446	15,897	33,538	-216,908	13%

Maine County Commissioners Association
Expenses by Vendor Detail
February 2018

Bangor Payroll

	Type	Date	Memo	Account	Amount	Balance
Bangor Payroll	Bill	2/2	Office Managers Salary	5050-00 · Salary-Office Manager	922.13	922.13
	Bill	2/2	Taxes	5030-00 · FICA	183.27	1,105.40
	Bill	2/2	Processing fee	5020-00 · Payroll Fees	34.00	1,139.40
	Bill	2/2	ED Salary	5060-00 · Salary-Executive Director	1,520.00	2,659.40
	Bill	2/9	Office Managers Salary	5050-00 · Salary-Office Manager	922.13	3,581.53
	Bill	2/9	Taxes	5030-00 · FICA	183.27	3,764.80
	Bill	2/9	Processing fee	5020-00 · Payroll Fees	34.00	3,798.80
	Bill	2/9	ED Salary	5060-00 · Salary-Executive Director	1,520.00	5,318.80
	Bill	2/16	Office Managers Salary	5050-00 · Salary-Office Manager	922.13	6,240.93
	Bill	2/16	Taxes	5030-00 · FICA	183.27	6,424.20
	Bill	2/16	Processing fee	5020-00 · Payroll Fees	34.00	6,458.20
	Bill	2/16	ED Salary	5060-00 · Salary-Executive Director	1,520.00	7,978.20
	Bill	2/23	Office Managers Salary	5050-00 · Salary-Office Manager	922.13	8,900.33
	Bill	2/23	Taxes	5030-00 · FICA	183.28	9,083.61
	Bill	2/23	Processing fee	5020-00 · Payroll Fees	42.00	9,125.61
	Bill	2/23	ER Health Insurance Contributions	5110-00 · Health Insurance	939.79	10,065.40
	Bill	2/23	Payroll for week 2/12 to 2/18/18	5060-00 · Salary-Executive Director	1,520.00	11,585.40
					11,585.40	11,585.40
Total Bangor Payroll						
Camden National Bank	Bill	2/26	Adapter	6151-00 · Computer Hardware & Software	42.19	42.19
	Bill	2/26	1099s	6160-00 · Fees	14.50	56.69
					56.69	56.69
Total Camden National Bank						
Capitol Computers						
Total Capitol Computers Haven, Lauren	Bill	2/8		6152-00 · IT Services	125.00	125.00
					125.00	125.00
Total Haven, Lauren	Bill	2/26	Stamps	6215-00 · Postage-Shipping	50.00	50.00
	Bill	2/26	Misc	6235-00 · Supplies	33.45	83.45
	Bill	2/26	Reimb	6241-00 · Cell Phone	75.00	158.45
					158.45	158.45

	Type	Date	Memo	Account	Amount	Balance
Liberty Mutual Insurance						
Total Liberty Mutual Insurance	Bill	2/26		5120-00 · Commercial, Crime, D&O Ins	57.50	57.50
Maine Brew Bus						
Total Maine Brew Bus	Bill	2/8	Deposit	6118-00 · Meeting Exp.	500.00	500.00
Maine Farm Bureau						
Total Maine Farm Bureau	Bill	2/26	Printed by MCCA	6195-00 · Office Space Rental	1,497.17	1,497.17
Maine Municipal Association						
Total Maine Municipal Association	Bill	2/8	Membership Dues	6145-00 · Dues Expense	600.00	600.00
Maine Sheriffs Association						
Total Maine Sheriffs Association	Bill	2/26		5140-00 · Unemployment Comp Ins	121.03	721.03
					721.03	721.03
MainePERS						
Total MainePERS	Bill	2/26	BOD Mtg	6173-00 · Monthly	50.00	50.00
Spectrum Business/TWC						
Total Spectrum Business/TWC	Bill	2/8		5040-00 · MainePERS Contributions	689.55	689.55
US Bank						
Total Spectrum Business/TWC	Bill	2/8		6243-00 · Phone, Fax & Internet	167.85	167.85
US Bank						
Total US Bank	Bill	2/26		6153-00 · Photocopier Lease	288.80	288.80
TOTAL					15,897.44	15,897.44

Maine County Commissioners Association
Transaction Detail by Account
February 2018

MCCA Checking-Savings Bank

Type	Date	Name	Memo	Amount	Balance
Deposit	2/1	Skelton, Taintor & Abbott	Deposit	400.00	400.00
Bill Pmt -Check	2/2	Bangor Payroll	Payroll for week 1/22 to 1/28/18	-2,417.61	-2,017.61
Payment	2/8	Knox County		9,129.00	7,111.39
Payment	2/8	Waldo County		9,129.00	16,240.39
Payment	2/8	Lincoln County		9,129.00	25,369.39
Payment	2/8	York County		9,129.00	34,498.39
Bill Pmt -Check	2/8	MainePERS		-689.55	33,808.84
Bill Pmt -Check	2/8	Maine Brew Bus	MCCA Sept 15, 2018	-500.00	33,308.84
Bill Pmt -Check	2/8	Maine Municipal Association	Membership Dues	-600.00	32,708.84
Bill Pmt -Check	2/8	Capitol Computers		-125.00	32,583.84
Bill Pmt -Check	2/8	Spectrum Business/TWC		-167.85	32,415.99
Payment	2/9	Penobscot County		9,129.00	41,544.99
Payment	2/9	Piscataquis County		9,129.00	50,673.99
Bill Pmt -Check	2/9	Bangor Payroll	Payroll for week 1/29 to 2/4/18	-2,417.61	48,256.38
Deposit	2/15	Milone & MacBroom	Deposit	250.00	48,506.38
Payment	2/16	Aroostook County		9,129.00	57,635.38
Payment	2/16	Sagadahoc County		9,129.00	66,764.38
Payment	2/16	Washington County		9,129.00	75,893.38
Payment	2/16	Hancock County		9,129.00	85,022.38
Payment	2/16	Androscoggin County		9,129.00	94,151.38
Payment	2/16	Cumberland County Maine		9,129.00	103,280.38
Payment	2/16	Kennebec County		9,129.00	112,409.38
Payment	2/16	Somerset County		9,129.00	121,538.38
Bill Pmt -Check	2/16	Bangor Payroll	Payroll for week 2/5 to 2/11/18	-2,417.61	119,120.77
Bill Pmt -Check	2/23	Bangor Payroll	Payroll for week 2/12 to 2/18/18	-4,332.57	114,788.20
Deposit	2/26	SMRT, Inc.	Deposit	400.00	115,188.20
Deposit	2/26	US Communities	Deposit	56.91	115,245.11
Bill Pmt -Check	2/26	Camden National Bank		-56.69	115,188.42
Bill Pmt -Check	2/26	Liberty Mutual Insurance		-57.50	115,130.92
Bill Pmt -Check	2/26	US Bank		-288.80	114,842.12
Bill Pmt -Check	2/26	Maine Municipal Association		-121.03	114,721.09
Bill Pmt -Check	2/26	Maine Sheriffs Association		-50.00	114,671.09
Bill Pmt -Check	2/26	Maine Farm Bureau	Printed by MCCA	-1,497.17	113,173.92

Type	Date	Name	Memo	Amount	Balance
Bill Pmt -Check	2/26	Haven, Lauren		-158.45	113,015.47
Deposit	2/28		Interest	4.95	113,020.42
				113,020.42	113,020.42
Deposit	2/20		Interest	2.87	2.87
				2.87	2.87
Payment	2/8	Knox County		-9,129.00	-9,129.00
Payment	2/8	Waldo County		-9,129.00	-18,258.00
Payment	2/8	Lincoln County		-9,129.00	-27,387.00
Payment	2/8	York County		-9,129.00	-36,516.00
Payment	2/9	Penobscot County		-9,129.00	-45,645.00
Payment	2/9	Piscataquis County		-9,129.00	-54,774.00
Payment	2/16	Aroostook County		-9,129.00	-63,903.00
Payment	2/16	Sagadahoc County		-9,129.00	-73,032.00
Payment	2/16	Washington County		-9,129.00	-82,161.00
Payment	2/16	Hancock County		-9,129.00	-91,290.00
Payment	2/16	Androscoggin County		-9,129.00	-100,419.00
Payment	2/16	Cumberland County Maine		-9,129.00	-109,548.00
Payment	2/16	Kennebec County		-9,129.00	-118,677.00
Payment	2/16	Somerset County		-9,129.00	-127,806.00
				-127,806.00	-127,806.00
Bill	2/2	Bangor Payroll	Payroll for week 1/22 to 1/28/18	-2,417.61	-2,417.61
Bill Pmt -Check	2/2	Bangor Payroll	Payroll for week 1/22 to 1/28/18	2,417.61	0.00
Bill	2/8	MainePERS		-689.55	-689.55
Bill Pmt -Check	2/8	MainePERS		689.55	0.00
Bill	2/8	Maine Brew Bus	MCCA Sept 15, 2018	-500.00	-500.00
Bill Pmt -Check	2/8	Maine Brew Bus	MCCA Sept 15, 2018	500.00	0.00
Bill	2/8	Maine Municipal Association	Membership Dues	-600.00	-600.00
Bill Pmt -Check	2/8	Maine Municipal Association	Membership Dues	600.00	0.00
Bill	2/8	Capital Computers		-125.00	-125.00
Bill Pmt -Check	2/8	Capital Computers		125.00	0.00
Bill	2/8	Spectrum Business/TWC		-167.85	-167.85
Bill Pmt -Check	2/8	Spectrum Business/TWC		167.85	0.00
Bill	2/9	Bangor Payroll	Payroll for week 1/29 to 2/4/18	-2,417.61	-2,417.61
Bill Pmt -Check	2/9	Bangor Payroll	Payroll for week 1/29 to 2/4/18	2,417.61	0.00

Total MCCA Checking-Savings Bank

Money Market Account

Total Money Market Account

Receivables

Total Receivables

Accounts Payable

Type	Date	Name	Memo	Amount	Balance
Bill	2/16	Bangor Payroll	Payroll for week 2/5 to 2/11/18	-2,417.61	-2,417.61
Bill Pmt -Check	2/16	Bangor Payroll	Payroll for week 2/5 to 2/11/18	2,417.61	0.00
Bill	2/23	Bangor Payroll	Payroll for week 2/12 to 2/18/18	-4,332.57	-4,332.57
Bill Pmt -Check	2/23	Bangor Payroll	Payroll for week 2/12 to 2/18/18	4,332.57	0.00
Bill	2/26	Maine Farm Bureau	Printed by MCCA	-1,497.17	-1,497.17
Bill	2/26	Liberty Mutual Insurance		-57.50	-1,554.67
Bill	2/26	Maine Municipal Association		-121.03	-1,675.70
Bill	2/26	US Bank		-288.80	-1,964.50
Bill	2/26	Camden National Bank		-56.69	-2,021.19
Bill	2/26	Maine Sheriffs Association		-50.00	-2,071.19
Bill	2/26	Haven, Lauren		-158.45	-2,229.64
Bill Pmt -Check	2/26	Camden National Bank		56.69	-2,172.95
Bill Pmt -Check	2/26	Liberty Mutual Insurance		57.50	-2,115.45
Bill Pmt -Check	2/26	US Bank		288.80	-1,826.65
Bill Pmt -Check	2/26	Maine Municipal Association		121.03	-1,705.62
Bill Pmt -Check	2/26	Maine Sheriffs Association		50.00	-1,655.62
Bill Pmt -Check	2/26	Maine Farm Bureau	Printed by MCCA	1,497.17	-158.45
Bill Pmt -Check	2/26	Haven, Lauren		158.45	0.00
				0.00	0.00
Total Accounts Payable					
1000-00 - Employee Health Insurance Contr					
Bill	2/2	Bangor Payroll	EE Health Insurance Contributions	-46.42	-46.42
Bill	2/9	Bangor Payroll	EE Health Insurance Contributions	-46.42	-92.84
Bill	2/16	Bangor Payroll	EE Health Insurance Contributions	-46.42	-139.26
Bill	2/23	Bangor Payroll	EE Health Insurance Contributions	185.62	46.36
Bill	2/23	Bangor Payroll	Payroll for week 2/12 to 2/18/18	-46.36	0.00
				0.00	0.00
Total 1000-00 - Employee Health Insurance Contr					
1001-00 - MainePERS Employee Contribution					
Bill	2/2	Bangor Payroll	Employee Contribution	-195.37	-195.37
Bill	2/9	Bangor Payroll	Employee Contribution	-195.37	-390.74
Bill	2/16	Bangor Payroll	Employee Contribution	-195.37	-586.11
Bill	2/23	Bangor Payroll	Employee Contribution	-195.37	-781.48
Bill	2/23	Bangor Payroll	EE MEPRS Retirement Contributions	781.48	0.00
				0.00	0.00
Total 1001-00 - MainePERS Employee Contribution					
4400-00 - Other Income					
Deposit	2/1	Skelton, Taintor & Abbott	Directory Ad	-400.00	-400.00
Deposit	2/15	Milone & MacBroom	Deposit	-250.00	-650.00
Deposit	2/26	SMRT, Inc.	Deposit	-400.00	-1,050.00

	Type	Date	Name	Memo	Amount	Balance
Total 4400-00 • Other Income	Deposit	2/26	US Communities	Deposit	-56.91	-1,106.91
4810-00 • Interest Earned					-1,106.91	-1,106.91
Total 4810-00 • Interest Earned	Deposit	2/20		Interest	-2.87	-2.87
5000-00 • Payroll Expenses	Deposit	2/28		Interest	-4.95	-7.82
5020-00 • Payroll Fees					-7.82	-7.82
Total 5020-00 • Payroll Fees	Bill	2/2	Bangor Payroll	Processing fee	34.00	34.00
5030-00 • FICA	Bill	2/9	Bangor Payroll	Processing fee	34.00	68.00
	Bill	2/16	Bangor Payroll	Processing fee	34.00	102.00
	Bill	2/23	Bangor Payroll	Processing fee	42.00	144.00
					144.00	144.00
Total 5030-00 • FICA	Bill	2/2	Bangor Payroll	Taxes	183.27	183.27
	Bill	2/9	Bangor Payroll	Taxes	183.27	366.54
	Bill	2/16	Bangor Payroll	Taxes	183.27	549.81
	Bill	2/23	Bangor Payroll	Taxes	183.28	733.09
					733.09	733.09
Total 5030-00 • FICA	Bill	2/8	MainePERS		689.55	689.55
5040-00 • MainePERS Contributions					689.55	689.55
Total 5040-00 • MainePERS Contributions	Bill	2/2	Bangor Payroll	Office Managers Salary	922.13	922.13
5050-00 • Salary-Office Manager	Bill	2/9	Bangor Payroll	Office Managers Salary	922.13	1,844.26
	Bill	2/16	Bangor Payroll	Office Managers Salary	922.13	2,766.39
	Bill	2/23	Bangor Payroll	Office Managers Salary	922.13	3,688.52
					3,688.52	3,688.52
Total 5050-00 • Salary-Office Manager						
5060-00 • Salary-Executive Director	Bill	2/2	Bangor Payroll	ED Salary	1,520.00	1,520.00
	Bill	2/9	Bangor Payroll	ED Salary	1,520.00	3,040.00
	Bill	2/16	Bangor Payroll	ED Salary	1,520.00	4,560.00
	Bill	2/23	Bangor Payroll	Payroll for week 2/12 to 2/18/18	1,520.00	6,080.00
					6,080.00	6,080.00
					11,335.16	11,335.16
Total 5060-00 • Salary-Executive Director						
Total 5000-00 • Payroll Expenses						
5100-00 • Insurance						

5110-00 · Health Insurance

Total 5110-00 · Health Insurance

5120-00 · Commercial, Crime, D&O Ins

Total 5120-00 · Commercial, Crime, D&O Ins

5140-00 · Unemployment Comp Ins

Total 5140-00 · Unemployment Comp Ins

Total 5100-00 · Insurance

6110-00 · Convention Expense

6118-00 · Meeting Exp.

Total 6118-00 · Meeting Exp.

Total 6110-00 · Convention Expense

6145-00 · Dues Expense

Total 6145-00 · Dues Expense

6150-00 · Equipment - Office

6151-00 · Computer Hardware & Software

Total 6151-00 · Computer Hardware & Software

6152-00 · IT Services

Total 6152-00 · IT Services

6153-00 · Photocopier Lease

Total 6153-00 · Photocopier Lease

Total 6150-00 · Equipment - Office

6160-00 · Fees

Total 6160-00 · Fees

6170-00 · Meeting Expense

6173-00 · Monthly

Total 6173-00 · Monthly

Total 6170-00 · Meeting Expense

Type	Date	Name	Memo	Amount	Balance
Bill	2/23	Bangor Payroll	ER Health Insurance Contributions	939.79	939.79
				939.79	939.79
Bill	2/26	Liberty Mutual Insurance		57.50	57.50
				57.50	57.50
Bill	2/26	Maine Municipal Association		121.03	121.03
				121.03	121.03
				1,118.32	1,118.32
Bill	2/8	Maine Brew Bus	Deposit	500.00	500.00
				500.00	500.00
				500.00	500.00
Bill	2/8	Maine Municipal Association	Membership Dues	600.00	600.00
				600.00	600.00
Bill	2/26	Camden National Bank	Adapter	42.19	42.19
				42.19	42.19
Bill	2/8	Capitol Computers		125.00	125.00
				125.00	125.00
Bill	2/26	US Bank		288.80	288.80
				288.80	288.80
				455.99	455.99
Bill	2/26	Camden National Bank	1099s	14.50	14.50
				14.50	14.50
Bill	2/26	Maine Sheriffs Association	BOD Mtg	50.00	50.00
				50.00	50.00
				50.00	50.00

6195-00 · Office Space Rental

Total 6195-00 · Office Space Rental

6215-00 · Postage-Shipping

Total 6215-00 · Postage-Shipping

6235-00 · Supplies

Total 6235-00 · Supplies

6240-00 · Telephone, Fax & Internet

6241-00 · Cell Phone

Total 6241-00 · Cell Phone

6243-00 · Phone, Fax & Internet

Total 6243-00 · Phone, Fax & Internet

Total 6240-00 · Telephone, Fax & Internet

Type	Date	Name	Memo	Amount	Balance
Bill	2/26	Maine Farm Bureau	Printed by MCCA	1,497.17	1,497.17
				1,497.17	1,497.17
Bill	2/26	Haven, Lauren	Stamps	50.00	50.00
				50.00	50.00
Bill	2/26	Haven, Lauren	Misc	33.45	33.45
				33.45	33.45
Bill	2/26	Haven, Lauren	Reimb	75.00	75.00
				75.00	75.00
Bill	2/8	Spectrum Business/TWC		167.85	167.85
				167.85	167.85
				242.85	242.85

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 in Augusta

Thursday, March 1st at 10:00 am

Attendance: Amy Carole, Linda Corliss, Suzanna Gallant, Lauren Haven, Charles Pray,
Owen Smith, Deb Tibbetts and Susan Witonis

1. Introductions – Attendees stated their name and affiliation.
2. Convention Schedule – The group reviewed the revised schedule with the understanding of its draft nature. It will continue to change as more events and items are finalized.
3. Educational Sessions

Committee members talked about topics for the two HR sessions on Friday morning scheduled against the association meetings. Ideas were:

- How to do evaluations
- How to let people go & following through with off-boarding protocols
- How to successfully deal with difficult people
- How to work with unions

Don Brewer is the new HR Director in Cumberland County. He may be able to contribute and/or assist Elissa with this part of the program.

Social Media - Linda Corliss remembered hearing an engaging speaker on this subject. She will look for the name and report back.

Probate employees may be interested in the Kofile Preservation session. We might also consider a segment on Estate Planning. Waldo and/or Cumberland County may have a speaker for this. Amy will look into these options for the group.

Tax Abatement is a popular topic which always draws a group of attendees. Deb Tibbetts might be able to contact Dave Ledew who has taught on this subject in the past.

Charlie said the Muskie program might have a speaker for a session on educating people about the role of counties and their importance in Maine government. He will research this.

MSA's Kevin Joyce will speak on some topic interesting to sheriff's and commissioners. He was approached and is thought to prefer a Saturday morning session. Susan will contact him to confirm the time, and also try to get a title for the session.

Lauren will try to find out if the Risk Pool will have a session. If so, we won't schedule any other session against it. If not, we will have three more session slots to work with.

4. Entertainment

The group voted to hire the Tina Kelly Band. Suzanna will facilitate and work with Lauren on any necessary details and arrangements.

5. Activities

National Weather Service in Gray is half an hour from the DoubleTree. We have a contact willing to give our group a free tour. Lauren discovered one bus option is available, VIP, but the cost would be \$1,000 for the afternoon. We'll look for other transportation options. Pineland is close by and would we could visit both locations.

Golf - Lauren asked Bill Holmes if the tee time could be changed to 1:30 as the lunch speaker goes until 1:00 and players will need to get to the golf course and assemble their teams. He said that was fine and Lauren distributed the forms as requested. Comm. Witonis relayed comments from Jim Gailey suggesting we should consider making this a free activity as players have not had to pay the last couple of years. He thinks attendees will not play if they have an out-of-pocket cost. If so, we need to get a sponsor for the entire cost. The Committee voted not to charge players.

Lauren sent the deposit for the Brew Bus.

6. Keynote Speaker(s)

Lauren hasn't received an answer from Tom Coward yet approving Kevin Hancock, but MCCA VP Amy Fowler's in favor of having him come. Susan Witonis will contact Tom and report back.

7. Review Meal Selections

Owen suggested we ask if the Friday lunch desert could be served in the afternoon instead of the cookie comfort snack to save money. Everyone agreed; Lauren will ask Jason or Nicole.

8. Other Updates

Cumberland County will purchase the attendee bags.

9. Next Steps

Lauren will get the group code from the DoubleTree so we can open reservations for hotel accommodations.

10. Schedule April Meeting

The Committee decided to meet on April 5th at 10:00 am at the MCCA offices.