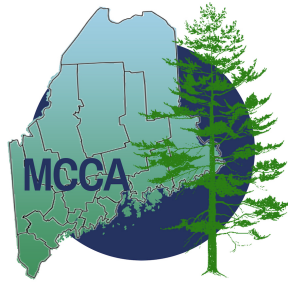


M.C.C.A.

Thomas Coward, President
Cumberland County

Amy Fowler, Vice President
Waldo County

William Blodgett, Secretary-Treasurer
Lincoln 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

September 27th, 2019 at 9:00 am
Point Lookout, Northport Maine

Agenda

- I. Call to Order, Introductions, Attendance & Pledge of Allegiance
- II. Approval of/Additions to the Agenda
- III. Approval of August 14th, 2019 Meeting Minutes
- IV. Maine 200 Bicentennial Events
- V. Perksconnect Program
- VI. Reports
 - A. Executive Director Report and Legislation Discussion
 - B. Financial Reports
 - C. Association Reports
 - D. Annual Convention Report
 - E. NACo Report
- VII. Other Business
- VIII. Adjournment

M.C.C.A.

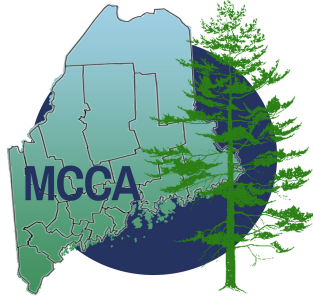
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MAINE COUNTY COMMISSIONERS ASSOCIATION

Board of Directors' Meeting Minutes

MCCA Offices, August 14, 2019

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

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

DIRECTORS PRESENT: *Androscoggin* – Manager Larry Post proxy for Comm. Noel Madore; *Aroostook* – Comm. Norman Fournier; *Cumberland* – Comm. Tom Coward. *Hancock* – Comm. William Clark; *Kennebec* – Admin. Bob Devlin proxy for Comm. George Jabar; *Lincoln* – Comm. William Blodgett; *Oxford* – Manager Tom Winsor proxy for Comm. Steven Merrill; *Penobscot* – Comm. Peter Baldacci; *Sagadahoc* – Admin. Pamela Hile proxy for Comm. Brian Hobart; *Waldo* – Comm. Amy Fowler; *Washington* – Comm. Chris Gardner; and *York* – Comm. Michael Cote.

OTHERS PRESENT: *Cumberland* – Comm. Steve Gorden; *Hancock* – Admin. Scott Adkins; *Knox* – Admin. Andy Hart; *Lincoln* – Admin. Carrie Kipfer; *MACCAM* – Admin. Bill Collins; *MACT* – Kathy Robinson; *MSA* – Sheriff Ken Mason.

Special guests included Auburn City Manager Peter Crichton, Maine Department of the Secretary of State Communications Director Kristen Muszynski and Maine Bicentennial Business Manager Brad Sawyer.

DIRECTORS ABSENT: *Androscoggin* – Comm. Noel Madore; *Kennebec* – Comm. George Jabar; *Knox* – Comm. Sharyn Pohlman; *Oxford* – Comm. Steven Merrill; *Piscataquis* – Comm. Wayne Erkinen; *Sagadahoc* – Comm. Brian Hobart; *Somerset* – Comm. Newell Graf

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

II. Approval of/Additions to the Agenda

President Tom Coward inquired if there were any additions to the agenda. Comm. Fowler made a motion to advance item IV. 2020 Bicentennial Parade Presentation to the top of the agenda and have the Executive Committee discuss item VI. Performance Evaluation of the Executive Director. Comm. Cote seconded the motion and it passed with no opposition.

III. Approval of July 10th Board of Directors' Meeting Minutes

Comm. Fournier moved to approve the minutes from the Board of Directors' meeting on July 10th, 2019. Comm. Blodgett seconded the motion and it passed unanimously. Admin. Bob Devlin submitted attachments which will be included in the record of the June meeting minutes.

IV. 2020 Bicentennial Parade Presentation by Auburn City Manager Peter Crichton

Special guests Auburn City Manager Peter Crichton, Maine Department of the Secretary of State Communications Director Kristen Muszynski and Maine Bicentennial Business Manager Brad Sawyer invited county officials to participate in the Maine State Parade. There are grants available through the Maine Arts Commission for approximately \$375 per county to be utilized to build floats. The hope is every Maine county will have a float in the parade scheduled for Saturday, May 16, 2020 in Auburn and Lewiston.

V. Consideration of Long-Term Funding for MCCA

Comm. Norm Fournier chaired the Long-Term Finance Committee which included himself, Comm. Amy Fowler, Comm. Steve Gorden and Admin. Pam Hile. Comm. Fournier summarized the report developed by the Committee which had been presented at the July meeting. The conclusion at the last meeting had been to request the board of commissioners in each county discuss the recommended formula to increase membership dues which would use a base rate, county valuation and population to determine the amount. Each county was asked to be prepared to vote for or against the proposed formula.

Some of the conversation included a desire to see more value or additional services from MCCA if the membership dues increase. President Coward stated the decision was not whether to add services, but whether to continue the Association or close. Policies developed and other ideas for program expansion adopted in the strategic plan had been quashed for lack of funding.

Members suggested adding a second vote for counties paying significantly more than other counties. This change would need an amendment in the by-laws proposed to all Commissioners of member counties at least twenty days prior to such a meeting when the vote would take place.

Comm. Gardner suggested counties might be able to legally withdraw from MCCA and remain members of the Risk Pool. Admin. Bob Devlin commented the by-laws of the Risk Pool clearly state the members need to belong to MCCA. Comm. Gardner moved the MCCA get a formal legal opinion to determine if the point in question was enforceable. Comm. Fowler seconded the motion. The motion failed with eight opposed and five for the motion.

Admin. Bill Collins moved the Board of Directors adopt the Long-Term Finance Committee's recommendation of formula number eight (#8) to be implemented in MCCA's 2020 budget. The motion was seconded by Comm. Blodgett. President Coward requested a roll call vote. The motion passed

with eleven counties in favor, one county against and three counties undecided. The roll call was as follows:

Counties Supporting Formula #8: Androscoggin, Aroostook, Cumberland, Hancock, Kennebec, Knox (via letter), Lincoln, Oxford, Penobscot, Sagadahoc, and Somerset.

Counties Opposed: Waldo County

Members Undecided: Piscataquis, Washington and York

President Coward and meeting attendees thanked the Committee for their hard work on this project.

VI. Performance Evaluation of Executive Director Charles Pray

President Tom Coward requested the Executive Committee convene after the conclusion of the meeting.

VII. Reports

A. Executive Director Report and Legislative Discussion

Executive Director Charles Pray presented his report highlighting the legislative activities and session follow up items from the session which adjourned June 20th. Some of these included carry overs, jail funding and jail appropriations. One ongoing process improvement was a template being developed for fiscal notes attached to bills.

Members suggested the Legislative Policy Committee should be proactive and continue to meet on a regular basis to be ready to propose legislation in the next session. Mr. Pray will schedule a meeting.

B. Financial Reports

Office Manager Lauren Haven presented the July financial reports. There were no surprises. Debits were associated with normal operating expenses and credits were largely from vendors registering for the upcoming convention. As there were no questions, Comm. Baldacci moved to accept the financial reports, seconded by Admin. Mike Cote and it passed with no opposition.

C. Association Reports

MACCAM: Admin. Bill Collins stated there was no report.

MACT: Treasurer Kathy Robinson stated there was no report.

MSA: Sheriff Mason reported the Association met in Eastport recently and discussed the tracking of Narcan. This is a national project as well developing a database to track usage statistics including where and how often it's used. He mentioned the MSA conference in Bangor at the Cross Center and the Medication-assisted treatment (MAT) programs offered in county facilities more and more including opioid treatment programs. There would be a stakeholder meeting Friday from 9-4pm at the Public Utilities Commission in Hallowell on 911 protocols and fire protocols.

D. Annual Convention Report

Office Manager Lauren Haven reported the Committee met on July 19th. Vendor registration forms continued to be processed and attendee registration forms were now being submitted. There were 24 vendors, exhibitors, advertisers and sponsors signed up. Lauren mentioned the minutes from the last Convention Planning Committee meeting were included in the agenda packet for further detail of their progress. The Committee planned to meet on Friday, August 16th at the venue Point Lookout to meet with the staff and work out logistics.

E. NACo Report

Comm. Baldacci spoke to the group about the Annual Conference July 12th to July 15th which took place in Las Vegas, Clark County Nevada. He and Comm. Fowler attended different meetings during the NACo Conference. Comm. Fowler mentioned in speaking with representatives from county reps in states where marijuana has been legalized, there is little or no money to be made by trying to tax products. Some other information was brought back about Medicaid eligibility on the national level like Maine's LD 761 Medicaid Eligibility for Incarcerated Individuals. And they learned more about the legislative priorities developed by NACo's Legislative Policy Committee.

XIII. Other Business

Comm. Fowler moved to approve the nomination of Androscoggin Commissioner Noel Madore who will replace Comm. John Butler effective immediately on the MCCA Board of Directors. Comm. Butler passed recently. The motion was seconded by Comm. Cote and passed with a unanimous vote. MCCA staff will send a card on behalf of the organization.

Office Manager Lauren Haven reminded members the next meeting would be at the convention at Point Lookout in Northport on Friday September 27th at 9:00 am.

XIV. Adjournment

President Tom Coward invited a motion to adjourn at approximately 11:50 a.m. Comm. Gardner made the motion seconded by Comm. Fowler, and the motion was unanimously approved. The group adjourned to lunch.

Respectfully submitted,

MCCA Office Manager, Lauren Haven

Attested:

MCCA Secretary-Treasurer

1820  2020

MAINE200

LEADING THE WAY

EVENTS

All kinds of events will be happening across the state: Signature Events & Programs of the Maine Bicentennial Commission, plus dozens of others offered by Maine's large network of cultural organizations, local schools and communities, and more.

MAINE200 SIGNATURE EVENTS

The Maine Bicentennial Commission is sponsoring five major events to celebrate Maine200:



BICENTENNIAL KICKOFF RECAP

JULY 30, 2019

PRESQUE ISLE, BANGOR, PORTLAND & AUGUSTA

Gov. Janet Mills raised the Bicentennial flag, followed by special events in each city. See [photos](#) of the event.



STATEHOOD WEEKEND

MAR 14-15, 2020

AUGUSTA & STATEWIDE

Saturday night bean suppers with food drives, plus speeches, poetry, music & more.



BICENTENNIAL PARADE

MAY 16, 2020

LEWISTON/ AUBURN

An historic parade celebrating Maine's veterans, youth, and culture, with floats, bands and more from across Maine.



SUMMER COAST FESTIVAL

JULY 16-19, 2020

PORTLAND & UP THE COAST

Tall Ships America will sail to various ports along the coast, including Portland, Camden, Rockland, Bucksport and more.



GRAND FINALE WEEKEND

OCT 9-12, 2020

AUGUSTA, BANGOR & STATEWIDE

Four days of events highlighting Maine's diverse culture and commercial innovation, culminating in a time capsule.

EVENTS CALENDAR

SEARCH



◀ September 23, 2019 - September 22, 2021

SUBMIT AN EVENT

September 23, 2019 to February 1, 2020 Time: 10:00 AM to 5:00 PM

HOLDING UP THE SKY: WABANAKI PEOPLE, CULTURE, HISTORY & ART

Holding up the Sky explores Wabanaki philosophies of leadership and obligation relating to humans and non-humans by highlighting 13,000 years of Wabanaki residence in what is now known as Maine.

September 23, 2019 Time: 10:00 AM to 5:00 PM

WÍWƏNIKAN...THE BEAUTY WE CARRY

Wíwənikan...the beauty we carry is an exhibition of contemporary art of the First Nations people of what is now Maine and Maritime Canada.

October 2, 2019 Time: 6:30 PM to 8:00 PM
A TALK BY NEH CHAIRMAN JON PEEDE

October 12, 2019 Time: 11:00 AM
MAINE HARBOR SEALS

Maine Harbor Seal Project is an outdoor art installation of harbor seal sculptures made from driftwood and ceramics. Open to the public.

October 17, 2019 Time: 4:00 PM to 6:00 PM
THE SPIRITS OF 1820: 200 YEARS OF MAINE STATEHOOD

Seven spirits will return each weekend to tell of the perils and promises of separation from Massachusetts, and attaining Maine Statehood. \$10 adults; \$5 12 and under.

October 19, 2019 Time: 2:00 PM to 3:30 PM
LEAF OF VOICES PART III: CELEBRATING INDIGENOUS POETS

March 14, 2020 to March 15, 2020 Time: All Day
STATEHOOD DAY CELEBRATION

Saturday night bean suppers with food drives, plus speeches, poetry, music & more.

March 19, 2020 to March 21, 2020 Time: 8:00 AM
HOME CONVENTION

March 22, 2020 Time: 3:00 PM
2020 MAINE SCIENCE FESTIVAL HEADLINER

Maine Science Festival's first ever all-Maine headliner event: a Bangor Symphony Orchestra concert program exploring one of the state's most treasured assets: the ocean.

March 28, 2020 to October 25, 2020 Time: 10:00 AM to 6:00 PM
20 X 20: MARKING 200 YEARS OF MAINE HISTORY

20x20: Marking 200 Years of Maine History represents the PMA's contribution to this anniversary by presenting twenty stories of Maine's past, present, and future for 200 years of statehood.

July 3, 2020 Time: 1:00 PM to 3:00 PM
GREAT SCHOONER RACE

The Maine Windjammer Association is hosting the Great Schooner Race, providing an opportunity for captains, crews and passengers aboard traditional vessels from all over the Eastern Seaboard to rendezvous for a fun day of racing.

July 10, 2020 Time: 1:30 PM to 3:30 PM
2020 MAINE WINDJAMMER ASSOCIATION PARADE OF SAIL

The entire windjammer fleet participates in an afternoon Parade of Sail past the mile-long Rockland Breakwater, providing spectators with stunning, close-up views of Maine's fleet of tall ships.

July 16, 2020 to July 19, 2020 Time: All Day
SUMMER COAST FESTIVAL

Co-hosted by Maine's first state capital of Portland. There will be various events for our communities to participate in. Check back for further details!

October 10, 2020 to October 12, 2020 Time: TBA
GRAND FINALE WEEKEND

Three days of events highlighting Maine's diverse culture and commercial innovation, culminating in a time capsule.

October 12, 2020 Time: 11:00 AM
MAINE HARBOR SEALS

Harbor Seals Project is an outdoor art installation of harbor seal sculptures. Open to the public.

November 27, 2020 to January 3, 2021 Time: 10:00 AM to 4:00 PM
A 'MAINE' CHRISTMAS AT VICTORIA MANSION: CELEBRATING 200 YEARS OF STATEHOOD



LOCAL DEALS



NATIONAL DEALS



DISCOUNTED GIFT CARDS



The Perksconnect program allows members to redeem discounts at thousands of business locations across the country. Members can search by city, state, and zip code for discounts either locally for every day purchases at car washes, gyms, car dealers, landscapers, local snow removal, etc. or nationally when traveling or online. Discounts can be obtained in-store at the time of purchase; online by making purchases through a link; via an 800 number using a value code; or through downloadable coupons. (There's a free mobile app.)

The number one advantage to us is we can implement the program with no cost to MCCA or our membership. The company makes money from vendors who participate in the program. There are very few ways we can add value to MCCA membership without adding expense, but this is one.

The second advantage to us is the program is completely run by their staff. All we need to do is help them get it set up and implemented, and then make sure folks know it's available. We would have information and links on our website, etc. Users would access the program through a special web page with the MCCA logo displayed so it's clear they're getting special pricing through their MCCA membership.

Another advantage is we can add offerings unique to MCCA should the opportunity arise.

What kinds of discounts are available? Beyond local merchants, Perksconnect has the following featured discounts and benefits:

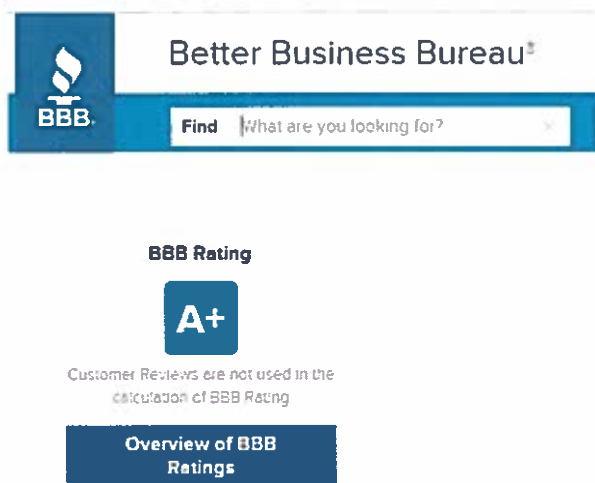
- Discounted event tickets are offered through Ticket Monster which specializes in entertainment with exclusive savings of up to 50% on tickets to sports, concerts, movies, theme parks, ski resorts, zoos, aquariums, tours and much more!
- Travel discounts are available for more than 400,000 hotels and resorts worldwide. Participating top hotel brands include Marriot, Hilton, Omni, Sheraton, Wyndham and many more. Plus, there are steep discounts on top car rental brands like Avis, Hertz, Alamo, Budget. There are no travel restrictions or blackout dates. They also use, "Snazzy" which will match any rate you find that's better than theirs and give you an additional 10% off.

- **Discounted Gift Cards-** We can save up to 13% on select, already discounted gift cards. The more you buy, the more you save which is great if you use these for birthdays and holiday presents.
- **Cashback Program-** Members get up to 30% Cash Back for online shopping at over 1,400 nationally recognized stores like Walmart, Macy's and Target. Users can receive reward money via check or PayPal.

Other considerations:

Is the company reputable?

Perks has been in business for 30 years. I looked them up on the Better Business Bureau and they have an A+ rating with only a few complaints considering they deal with thousands of vendors let alone participants in the program.



Business Details

Location of This Business

5018 Expressway Dr S Ste 201, Ronkonkoma, NY 11779-5506

✉ Email this Business

BBB File Opened: 4/9/2009

Years in Business: 31

Business Started: 3/1/1988

Type of Entity: Partnership

Alternate Business Name

Perks Group

Business Management

Mr. Robert Dow, President

Contact Information

Principal

Mr. Robert Dow, President

Additional Contact Information

Fax Numbers

(631) 941-4636

Website Addresses

<http://www.discounts.perksconnection.com>

<http://perksgroup.net>

What if we don't approve of a specific product or service they offer?

The program will be customized for us, we can omit anything we don't want to include. I checked and they don't have any adult businesses, religious affiliations, guns or tobacco promotions.

Who else is using the program?

The city of Bangor has approved the program and is putting it in place if it's not already. Maine Health is using it. In respect to County Governments, Florida currently has two counties using the program in with more counties in the process of coming on board.

What about the timing?

If the board chooses to move forward with the program, we could have it in place and available to our members in four to six weeks. This seems like a great idea if we're raising our membership dues.

THE SAVINGS FOLLOW YOU WHEREVER YOU GO!

When you either print out your Perks card or download the PerksConnect™ mobile application, you'll be able to save money on things you buy every day. Things like movie tickets, dry cleaning, cell phones, restaurants, car repairs and even professional services!

SAVE AT THOUSANDS OF LOCAL AND NATIONAL RETAILERS!

Your Membership allows you to save 7 ways...



Show and Save – These merchants will honor the discount as long as you show your printable card at the time of your purchase.



Mobile - Use your Smart Phone and download the PerksConnect™ Application and view various discounts in your neighborhood!



Online Savings - Are available from the nation's top retailers. These discounts are accessed through a link on your organizations custom Perks webpage. Receive special pricing offers or use various promotional codes.



Cash Back Rewards - Perks members will now be able to shop online at more than 1,400 retailers and earn cash back just for doing so. No points, no rewards, no gimmicks. Just cash!



Gift Cards - Purchase gift cards from more than 100 of the nation's top retailers like Golfsmith, TGI Friday's, Home Depot, Bed Bath & Beyond and more. The gift card (s) will arrive through the mail within seven business days and you will be able to use it just like cash. Must be purchased through your custom Perks webpage.



Entertainment Offers- Save up to 50% at various entertainment venues like concerts, sporting events, zoos, aquariums and even movie tickets.



Travel Discounts - Save up to 70% by receiving wholesale travel pricing not available to the public on hotels, resorts, car rentals, cruises and more.

SAVE YOURSELF TIME AND MONEY!

We know that you will enjoy all the savings the Perks Program has to offer to you. Simply enter your organizations group code, set up your profile and start saving. Once you have registered online, you may return to the website as often as you like to view special promotions that give you access to even more great discounts and exclusive offers.

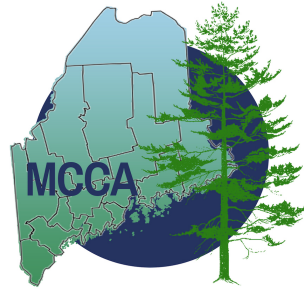
Should you have any questions, please contact customer service at 877.253.7100 or email us at Info@perksconnect.com.

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Charles Pray

Lauren Haven
Office Manager

September 27, 2019

MCCA Executive Director Report

LEGISLATIVE ACTIVITIES

CORRECTIONS:

The Criminal Justice & Public Safety Committee (CJ&PS) held its first work session September 17, 2019 addressing the Department of Correction's (DOC) Rule 2.12(F), Prisoner Savings Plan, following an inmate's suit claiming the rule, "... is in violation of ALL incarcerated citizens Constitutional rights and violates Maine Statutes."

The impact to Counties facilities of course will be adjustments as rendered by legislative, and or Rule changes, will require adjustments and should be procedural in nature. Counties vary on implications as to how this may affect inmate related programs based on minimal reliance of inmate accounts.

JAIL FUNDING, LD973: (As of 9.18.19)

Criminal Justice & Public Safety Committee will be holding Work Sessions on LD 973 on:

- 22 October
- 5 November
- 19 November
- 10 December

Note: the November 5th is a new date added to the Work sessions which will be held in the CJ&PS Hearing Room, Room 436, of State House. Agendas for each meeting will be sent out as

they are finalized by the CJ&PS chairs. In discussion with staff and the Chairs it is expected they will use the October to review current and historical funding of County Jails (again), review of LD 973, and establish issues for Staff to provide implications and detailed options for considered for their November meeting. The December meeting is expected for staff to present Draft language and Committee actions taken for presentation to the Second Session of the 129th Legislature. While expected, it should not be assumed any itinerary will necessarily be adhere to as a strict schedule that will be followed.

REMINDER

JAIL APPROPRIATIONS:

The FY19-20 Unanticipated Shortfall Funds, \$3,000,000, of \$2,898,761 was dispersed based on MCCA/MACCAM reported numbers, with a balance of \$101,239 available for additional unexpected situations, as documented by a jail or jails, to the Department of Corrections (DOC), for situations which cause a need of expenditures in FY19-20 which were unanticipated and were in excess of their budget(s) and allocations of funds, unspent balances under the section **not expended** will lapse to the DOC's County Jail Operation Funds for use in the following budget year. I suspect these will **not** be funds added to the following year's allocation but utilized to reducing a need to replenish the amount already in the budget.

As previously reported, for FY20-21, distribution of the \$3,000,000 among the facilities need to proceed under the following guidelines:

- In calculating shortfalls and unanticipated expenses the Maine Sheriffs Association and Maine County Commissioners Association must submit by **June 1, 2020**, signed statements of the jails' budgets, revenues and expenditures and incurred obligations for FY19-20.
- By **June 7, 2020**, the Sheriffs Association and Maine County Commissioners Association must submit a compilation of the signed statements of the jail budgets along with the submitted financial information to the Commissioner of Corrections.
- On **July 1, 2020**, the Commissioner must direct payment be made to the jails for their shortfalls and unanticipated expenses up to a total of \$3,000,000.
- If shortfalls and unanticipated expenses exceed \$3,000,000, the payments to the jails will be reduced pro rata.

I remind you again, MCCA/MACCAM/MSA need to (should) establish an agreed process now, well before the next year's cycle of disbursements.

As evident of past history of State funding, there is need to request an annual inflationary adjustment sum in all State Budgets. Past history has shown a failure to reflect inflationary factors creates gaps that then become difficult and too steep to be addresses in a single Session or

Budget. Several of you have shared a past practice of not expressing or requesting inflationary adjustments created chasms needing to be addressed when they could no longer overlooked. This then is placed up against other demands and too often, Jails are pitted against other real demands that often, in many legislators thinking, more important. Of course, there is no assurance any Line in the Budget will remain the same, as you have experienced with past Administrations when economic projections fail to materialize and revenues are curtailed.

PROBATE:

No date has been set for the Judiciary subcommittee to look at taking action on LD 657. OLPA Committee staff is awaiting directions from the sub-working group chair but has heard nothing.

FISCAL NOTES:

Following up on last Session discussions with the Office of Fiscal & Program Review (OFPR) I had encouraged MACCAM and MCCA to continue working with OFPR on fiscal implications on legislation action impacting Counties. I had had conversations with OFPR. And, MACCAM did extend an invitation to Marc Cyr, Principal Analyst, and the lead in OFPR on questions relating to the State's mandate law determining if information on legislation is pertinent in deciding what is or is not a mandate, to come to their November meeting. This is intended to be as much a "building of relationships" as an informational discussion which I hope establishes an ongoing access to providing the materials and specific data to the non-partisan staff who make recommended rulings on costs and rather there is a State obligation to cover the related costs.

NON-EMERGENCY ENACTED LEGISLATION EFFECTIVE DATE:

Effective Date of Non-Emergency Legislation enacted in the 1st Session this year which did not have a specific enactment date was last Thursday, November 19th. One of the more significant is the No Hand Held Devices law, which law enforcement and the Administration are eager to enforce. A full list of enacted legislation can be found on the Governor's web page at: <https://www.maine.gov/governor/mills/news/governor-mills-signs-bills-law-2019-07-03>

LEGISLATION FOR CONSIDERATION

As a reminder, this Friday is the filing deadline for introducing Legislation for the 2nd Session of the 129th Legislature which will need Legislative Council approval, at least six vote by members of the Council, for introduction.

The Legislative Council will not be voting on these until October 24th.

Unlike the 1st Session, which allows "concept drafts", Legislation needs to be submitted with sufficient information for staff to fully draft without additional information from the sponsor(s).

The Legislative Council, for those who may not know, is comprised of the ten members of House and Senate Leadership, the presiding officers, House Speaker and Senate President, each Body's Majority and Minorities Floor Leaders. Since both Chambers are controlled by Democrats Democrats have six of Council's ten members. While past practices usually imply the

Majority party controls the introduction of issues a number of items will not be determined on party enrollment ... but it helps.

My read on approving of additional new legislation being added to the four hundred and eleven bills carried over from the first session may be rather bleak. With 2020 being an Election Year many members will want the session to more likely meet the statutorily adjournment date, the 3rd Wednesday of April, April 15th.

Suggested legislation I have currently received are:

- Lifting the Tax Cap on County Jail Budgets
- County Revenue Sharing
- County Home Rule (Constitutional Amendment), and
- Clarification of Statutes on Witness Fees

These have not been introduced – these are suggested bills from Commissioners. I have been lining up sponsors based upon acceptance of these as issues MCCA will want to pursue in a 2nd Session in addition to the carry over legislation comprising of LD 973 (Jail Funding) and LD 657 (Probate).

ANNUAL REPORT

MCCA, has over the last two and a half years, seen a positive, improved, relationship with our contemporaries in governing. We have made significant strides in County Jail funding by overcoming the previous Administration's original budget proposal of \$12.4 million per year, threats of zero jail funding, and threats to reduce the County jail system to five facilities. The previous Administration and House Minority Leadership opposed MCCA's efforts along the way, but we gained bi-partisan support for an increase of \$3 million (\$15.4M) in the first year, with Senate Republicans and Democrats providing a 34 to 1 vote and eventually, sufficient support in the House, gaining a \$6 million increase in the second year (\$18.4M).

The new Administration accepted our figures in the budget submitted to the Legislature. Those figures were accepted and included in the budget passed by the Legislature and signed by the Governor. The gain of the \$18.4M to support the largest segment of operating costs to County government, nearing one hundred million annually statewide, is but a step in a continuing process.

We've worked closely with, and gained the support of other entities, including the MMA, Towns and City Managers, Maine Chiefs of Police, Correction Officers unions, mental health workers, Maine trial lawyers, and of course our Sheriffs and the Maine Sheriffs Association, all played a role in helping us provide the Legislature the insight and understanding of the importance of funding assistance for jails as part of the State's responsibilities along with Counties.

And, of course, all of you, the Commissioners, County Clerks, Administrators, Managers, Jail Administrators, who came to Augusta or communicated directly with your legislators did this in concert and in focus.

We successfully quieted the Maine Municipal Association's drum beat of County government being a negative draw of municipal tax dollars. We altered a MMA driven cap on Jail funding, which haunted a number of counties for several years, putting half of the Counties on teetering coverage and restrictive funding because of an ill-advised legislative discussions and forcing Counties to accounting adjustments. We succeeded in convincing the Legislature to raise the cap by one third, from a 3% cap, to a 4% cap, again, by educating legislators as to the impact of their own actions, present and historically, in driving the costs of protecting and securing the citizens of Maine in the operating of correction facilities.

Additionally, we have established an acceptance, at least preliminarily, of being able to provide fiscal implications to the Office of Fiscal & Program Review on legislative proposals. We do need to work on a more standardized process of gathering the information and timely passing it on to the Committee and the OFPR staff. This requires a reliable, accurate process so we do not providing incorrect numbers. We want to build a reputation for providing accurate, reliable information to legislative staff, so that we can bolster the reputation and respect of County government at the State House.

We led and collaborated with MMA and other public entities to approach the Governor's Office in providing a factual and a political basis to veto a passed Binding Arbitration legislation and encouraged Governor Mills to act in a greater public interest than a political interest.

There are still items on the legislative table to be addressed. In the Legislative realm these items will continue to be a point of discussion in subsequent sessions, from Jails to Probate, Deeds, Emergency Management, County government in general; the question is where do you want to go from where you are today? If fact, I believe the question is even, where is County governing going?

The purpose of that question is as Counties, you, as a group, are going to rise or fall, be chipped away at - based not on individual standings but as a group, as a governing structure. If MCCA falters to be a consistence, cohesive organization the competing governing structures are coming after you as an arcane eighteenth/nineteenth century structure. It strengthens them to be direct deliverers of services in a two tier system than the current tri-structure of State, Regional (Counties) and Local. I strongly encourage each County to continue its outreach to your legislative delegation as frequently as reasonable.

Executive Director's Report
Workforce Development Boards:

We worked with Joanna Russel, Executive Director of the Northeastern Workforce Development Board, on behalf of the three Boards on supporting a The U.S. Department of Labor, in cooperation with the federal Department of Health & Human Services, program in making substantial emergency grants available for states to use in addressing workforce-related impacts and needs resulting from the opioid crisis. (See Director Russel's Grant Outline Attached and MCCA's letter of support).

The application is for \$5,000,000 in funding. The project is a 2 year initiative with the potential to request additional 6 months. There is no requirement for local matching funds. The Workforce Boards serves the three local regions in the State of Maine. If successful, each local area would receive about \$1.7 million to provide services and robust support services to address the crisis which would aid workers, their families and create employment opportunities throughout the State.

Educational/Training Opportunities:

NACo: I am continuing to discuss educational training programs outlines through NACo. I was directed to speak with North Carolina's Director and we have had a brief discussion. They are reorganizing their training program and he is to get back to me this summer. I am also reaching out to smaller states to see what could fit well with what would be beneficial to Maine's Counties. I am expecting to receive either by email or regular mail their programs for Commissioners and County employees. I would suggest those interested visit the NACo website: <https://www.naco.org/resources/education-training>. Please let me know if you have ideas or suggestions.

Muskie School: Conversations with the Muskie School, while seeming sporadic, Charlie Micoleau, former Chief of Staff to Senator Muskie and a Board member and former chair of the Muskie School, called me last month saying they were sending me an outline of a proposed program similar to what they did for the Maine Municipal Association but that has not come through and attempts to reach Mr. Micoleau has not prevailed.

MMA: MMA, a much larger organization, but offers significant training, thus as a reference only, here is the MMA 2019 Educational & Training program listing website for comparison purposes:
https://www.memun.org/DesktopModules/Bring2mind/DMX/Download.aspx?Command=Core_Download&EntryId=6409&language=en-US&PortalId=0&TabId=204.

From NACo:

County Leaders Advocate for the PILT & SRS Programs

September 16th, over 100 county officials from 14 states took to Capitol Hill to advocate for full, mandatory funding of the Payments in Lieu of Taxes (PILT) program and reauthorization of Secure Rural Schools (SRS) program, holding more than 70 meetings with members of Congress, as well as meetings with White House officials and federal agencies. Explore NACo resources below, and keep your advocacy efforts going. Sixty-two percent of counties have federal public lands within their boundaries. Counties cannot collect property tax on this land, yet must still provide essential services for residents and visitors. The PILT program supports county services including road and bridge maintenance, law enforcement, search and rescue operations, fire protection, solid waste disposal and environmental compliance.

NACo encourage members contact your senators and members of Congress, engage your news media and use social media to advocate for full mandatory funding of the PILT program for FY 2019 and beyond. Here is the PILT advocacy toolkit and resource hub to assist with your efforts: <https://www.naco.org/resources/provide-full-mandatory-funding-payments-lieu-taxes-pilt-program>

Additionally, we have Jayant Kairam here from NACo who will talk with us on several national efforts from economic development, justice programs including NACo's and the NAS work on inmate healthcare and getting changes in federal statutes as well as the prep for the 2020 Censuses and the importance of having every person counted in your county.

MAINE FARM BUREAU / OFFICE SPACE

While nothing has been determined I was advised the Maine Farm Bureau is evaluating inquiries on their building which can have an impact on the MCCA. The USDA has lost or terminated its current occupation of office space in Augusta and has surveyed the Farm Bureau building, taking all three or the least the current space the Farm Bureau and we occupy. They are also considering selling the building to a developer. There is no clear timeframe on this except it is believed due to expenses the Farm Bureau is finding the upkeep costs prohibited at this time.

NAMI GRANT QUEST

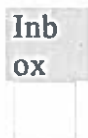
On Monday, Jenna Mehnert, Executive Director of National Alliance on Mental Illness, NAMI, notified Mary-Anne LeMarre and myself via an email (attached) on a Robert Wood Johnson Foundation (RWJF) "Community Voices for Health" grant (attached) to improve access to mental health and substance use disorder care as well as work to divert people with mental illness out of county jails, with an overall goal to improve the mental wellness of Mainers she is working on. She inquired if MCCA and MSA our two entities would be partners in this effort. NAMI works closely with Kennebec and Penobscot Counties Jails current on mental care diversions.

Twenty States, of which Maine is one, would be seeking to be one of six States which will be awarded a grant which may be used for project staff salaries, consultant fees, data collection, analysis, meetings, project related travel, all relating to addressing mental health. Over the 30 month period this breaks down to \$666.66 per month to cover any participation in this effort.

It is largely a system study and change grant, and she, Mehnert, would be able to include \$20,000 for each of our entities which could cover each of our organizations time and involvement in this effort over a 30 month time frame. The application and report filing will be handled by NAMI, who have a positive track record and history with RWJF over a number of years. The filing deadline is October 7th thus timing is important.

I would encourage MCCA to support the request.

Joint Grant



Jenna Mehnert

10:20 AM
(4 hours
ago)

to Mary-Anne, me

Good Morning,

I hope you are both doing well. I am working on a grant to improve access to mental health and substance use disorder care as well as work to divert people with mental illness out of county jails. The overall goal is to improve the mental wellness of Mainers.

I am wondering if your two entities would be partners in this effort. It is largely a system study and change grant, and I would be able to include \$20,000 for each of your entities that would be cover each of your time/involvement in this effort over a 30 month time frame.

Please let me know what questions you have and whether you are interested in being included.

Thank you for the consideration given to this opportunity.

Jenna

Jenna Mehnert, MSW

Executive Director

(800) 464-5767 • 52 Water Street, Hallowell, Maine 04347 • www.namimaine.org

2019 Call for Proposals

Proposal Deadline: October 7, 2019 (3 p.m. ET)



Robert Wood Johnson Foundation

Community Voices for Health

BACKGROUND

The Robert Wood Johnson Foundation (RWJF) is committed to working alongside others to build a national Culture of Health that provides everyone in America a fair and just opportunity for health and well-being. This includes a focus on strengthening the ability of the health care, social service, and public health systems to recognize and meet the goals and needs of the people they serve, and ensuring that people's voices and priorities are reflected in decisions that impact health. It is particularly important to amplify the voices of communities that have typically been underserved or ignored, so that decisions and outcomes are more equitable.

In some cases, great strides have been made in organizing residents to address health issues with policymakers, but resource and other constraints often limit these efforts. They rarely lead to ongoing engagement by residents, sustained activity to enact solutions to local problems, or regular two-way communication between communities and officials on important state policy decisions.

Community members and policymakers alike would benefit from a stronger *engagement infrastructure* that supports opportunities for people to connect in ways that are sustainable, convenient, meaningful, and inclusive.¹ In this document, "infrastructure" refers to any process that involves large, diverse numbers of people on a regular, ongoing basis to connect, learn, solve problems, and make decisions.² For one example of how such an engagement infrastructure might look, see the box on p. 2. Strengthening infrastructure is particularly critical for including the most marginalized residents, whose voices are rarely heard in the policy discussions that impact their lives.

Both community members and policymakers also need access to local data and evidence they trust, such as the number of people who face transportation barriers to accessing health care and social supports. Having trusted state-based research partners—who are responsive to requests for data, and can provide the analysis needed to inform community and policy decisions—is therefore a key element of stronger engagement infrastructure.

Creating more opportunities for people to learn, work together, strengthen their networks, and solve shared problems also promotes civic life and fulfills some of the key components of a Culture of Health.³

¹ Tina Nabatchi and Matt Leighninger, *Public Participation for 21st Century Democracy* (San Francisco, CA: Jossey-Bass, 2015).

² Rene Loewenson et al., "Building social power and participation in local health systems: Learning from practice." *Shaping Health* (Training and Research Support Centre, 2017); Kristin L. Carman et al., "Patient and Family Engagement: A Framework For Understanding The Elements And Developing Interventions And Policies," *Health Affairs* 32, no. 2 (2013): 223-231. doi: 10.1377/hlthaff.2012.1133.

³ Research shows that public health improves when people have better chances to address these social determinants of health, and when people have strong support systems, feel involved in their communities, and believe that their voices matter. See Kevin Wright, "Social Networks, Interpersonal Social Support, and Health Outcomes: A Health Communication Perspective." *Frontiers in Communication* 1, (2016): 10. doi: 10.3389/fcomm.2016.00010.

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PURPOSE

The overarching goal of this new initiative, Community Voices for Health, is to support ongoing ways for people to engage—to help their voices be a part of decisions around health care, social service, and public health systems; to support their efforts to solve problems; and to strengthen their community networks. We will award up to six grants, one per state, to lead organizations in 20 eligible states (see list on p. 4 under “Eligibility Criteria”). Lead organizations should be public charities that are nonprofit community-based organizations or statewide networks of community-based organizations. Although the grant is awarded to one lead organization, each grantee will be expected to work with a range of partners and other stakeholders—such as public agencies; health care systems; public health departments and leaders; researchers; university-based centers; membership associations; and social service providers.

The initiative seeks to learn from a range of approaches developed by community partners, and acknowledges there are many approaches to meeting the goal. This call for proposals therefore allows for some flexibility in key areas, such as the geographic or issue focus. Specifically, while the project might start by focusing on a single issue such as housing or mental health, it should be designed to produce an infrastructure that can take on other issues affecting people’s health. Proposals can be statewide in scope or focus on a community or metro region, as long as they connect residents with state-level decisions and/or establish infrastructure that could be adopted in many other locations across a state.

Features of Strong Engagement Infrastructure

A strong engagement infrastructure can take many forms (see box below for one of many possibilities). But whatever form it takes, a durable and inclusive engagement infrastructure should:

- Leverage the ways that people are already engaging with each other;
- Attract a broad spectrum of people, particularly those who have traditionally been excluded from state and local health-related decisions;
- Broaden appeal by using a variety of engagement strategies;
- Promote ongoing partnerships;
- Enable state-based researchers to provide trusted evidence about the experience and priorities of community residents, thereby contributing to discussions about policy trade-offs among all stakeholders; and
- Increase the opportunities for local and state policymakers to interact with and learn from their constituents.

An example of how to strengthen engagement infrastructure

A team implementing a Community Voices for Health project could begin, for example, by reaching out to mental health support groups that meet regularly across the state. The team might include organizations that convene recent immigrants on a regular basis. The team could also set up new “Meet and Eat” gatherings, like those held in West Virginia towns, to reach more rural populations. Every six months, the team could offer a texting-based, face-to-face engagement exercise, such as the “*Text, Talk, Act*,” component of the National Dialogue on Mental Health. This allows people in all of those settings to discuss the same policy question using discussion materials based on sound evidence provided by researchers in the state. The ideas and policy recommendations made through the process would be presented to health policymakers, along with information on the numbers, locations, and demographics of the groups. Because the participants meet regularly, both policymakers and researchers would have better opportunities to interact with community members, clarifying policy questions or identifying important research topics. The groups would also be encouraged to work on local or neighborhood-level action ideas, as well as make recommendations on state policy questions. Though the infrastructure might be devoted primarily to mental health issues and decisions at first, the topics could diversify over time, especially as the participants name their own priorities. The infrastructure could also grow and diversify as the team continues to reach out to new organizations, populations, and networks.

2019 Call for Proposals

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APPLICANT SURVEY PROCESS

The Principal Investigator of the proposal will be contacted after the deadline by SSRS, an independent research firm. The Principal Investigator will be asked to complete a brief, online survey about the proposal process and applicant characteristics. This voluntary questionnaire will take no more than 15 minutes to complete. Responses provided to SSRS will not impact the funding decision for your proposal in any way. SSRS will protect the confidentiality of your responses. RWJF will not receive any data that links your name with your survey responses.

USE OF GRANT FUNDS

Grant funds may be used for project staff salaries, consultant fees, data collection and analysis, meetings, supplies, project-related travel, and other direct project expenses, including a limited amount of equipment essential to the project. In keeping with RWJF policy, grant funds may *not* be used to subsidize individuals for the costs of their health care, to support clinical trials of unapproved drugs or devices, to construct or renovate facilities, for political activities, or as a substitute for funds currently being used to support similar activities.

OPEN ACCESS

In order to ensure RWJF-supported research is made accessible to a wide and diverse audience, grantees who publish findings in peer-reviewed publications must do so in open access journals and/or must include funds in their budgets to cover the cost of making the resulting publications open access (typically \$2,000–\$5,000 per manuscript).

HOW TO APPLY

All proposal details and instructions are available via the RWJF online application system. **Applicants should not begin drafting their proposals until they have familiarized themselves with the detailed instructions and formatting requirements displayed in the online application system.** Proposals must include the following elements:

1. A proposal narrative (maximum 10 pages, 12-point font, single-spaced). The proposal narrative should address the following items:
 - Core Proposal Components (as described below).
 - A description of the qualifications of your proposed project director and key staff, including alignment with program requirements, leadership, and management experiences.
2. A budget and budget narrative for a 30-month grant period, beginning January 15, 2020.
3. Supporting documentation, including a time line/workplan and CV/resume/bio sketch for the proposed project director, research lead, and key staff. (The resumes do not count toward the 10-page proposal narrative maximum and should be uploaded in the “Supporting Documents” section of the proposal.) A letter of support from any confirmed key partner organization is required.

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organization. Lead organizations are encouraged to partner with other stakeholders—such as public agencies; health care systems; public health leaders; researchers; university-based centers; membership associations; social service providers; and many others. The strongest applications will demonstrate:

- A sound plan to establish stronger, more inclusive engagement infrastructure;
- Partnerships already in place with organizations that can be critical to engagement—such as consumer advocacy networks; public agencies; health care systems; community-based organizations; public health leaders; civic engagement organizations; researchers; university-based centers; membership associations; social service providers; affordable housing advocates; organizations serving recent immigrants;
- A history of involving marginalized or underserved communities;
- A demonstrated commitment to inclusion and health equity;
- The capacity to effectively engage the underserved populations they have chosen to emphasize (for example, a proven ability to work in non-English languages or networks that extend into rural areas);
- A viable approach to community-engaged research that ideally forms the basis for follow-on projects. A research partner with prior work doing community-engaged research is a plus but not required;
- Experience with health policymaking, potentially including collaborations with state or local policymakers and work on policies that address social determinants of health;
- The ability to attract additional funds, in-kind assistance (which can include a wide variety of commitments, including the volunteer support provided by community groups), or other resources that will help make the project successful; and
- Preference will also be given to projects which are likely to advance the field of community engagement in health because they are:
 - Creative and likely to inspire further innovation;
 - Realistic and feasible; and
 - Scalable, either because they are statewide in scope or because they could plausibly be deployed in many other locations.

EVALUATION AND MONITORING

As a condition of accepting RWJF funds, we require grantees to participate in any evaluations of the initiative. Grantees will be expected to participate in webinars and phone calls, share relevant documents, and work with technical assistance providers, Public Agenda and Altarum.

Grantees are expected to meet RWJF requirements for the submission of narrative and financial reports, as well as periodic information needed for overall project performance monitoring and management. We may ask project directors to participate in periodic meetings and give progress reports on their grants. At the close of each grant, the grantee is expected to provide a written report on the project and its findings suitable for wide dissemination.

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- Project funding can be up to \$660,000 to accommodate projects of 30 months.
- If you have some other sources of funding for the work you propose, you may be eligible to receive a project grant rule award, which is not subject to lobbying restrictions. You will be asked to prepare a special budget workbook if you are selected as award finalist and are determined to be eligible to receive a project grant rule award.
- Up to six grants will be awarded, no more than one per state.

ELIGIBILITY CRITERIA

All states face challenges with respect to increasing and sustaining engagement, but the nature of those challenges varies from state to state. To maximize learnings from this project, we took into consideration a number of factors designed to capture this diversity including, but not limited to, geography, demographics, and policy climate. Community Voices for Health grants are open to organizations based in and working in the following states: Alabama, Arizona, Arkansas, Colorado, Florida, Georgia, Indiana, Louisiana, Maine, Michigan, Mississippi, Nevada, New Mexico, Ohio, Oklahoma, Pennsylvania, Tennessee, Texas, Utah, and Virginia.

While each collaborating organization should be described in detail in the proposal, only one organization may represent the collaboration and be the lead contact in the application process. The applicant/lead organization must be recognized as a public charity under Sections 501(c)(3) nonprofit status.

In addition, the applicant/lead organization should have a demonstrated history of managing funds to support non-lobbying advocacy efforts or, a mix of lobbying and nonlobbying efforts. Applicants should also indicate whether they have an existing relationship with legal counsel with expertise in the lobbying and political activity restrictions that apply to public charities and private foundations. A small portion of grant funds may be used to retain legal counsel with relevant expertise, if an applicant does not yet have counsel in place.

OUR EQUITY, DIVERSITY, AND INCLUSION COMMITMENT

The Robert Wood Johnson Foundation is committed to building a Culture of Health that provides everyone in America a fair and just opportunity for health and well-being. Achieving this goal requires focus on equity, diversity, and inclusion. To that end, we are committed to fostering diverse perspectives. We recognize that individuals' perspectives are shaped by a host of factors, such as their race, ethnicity, gender, physical and mental ability, age, socioeconomic status, gender identity and expression, sexual orientation, familial status, education, religion, legal status, military service, political affiliation, geography, and other personal and professional experiences.

We know that the presence of diverse perspectives alone is not sufficient. Therefore, we also are committed to creating inclusive environments where all individuals are encouraged to share their perspectives and experiences. We believe that only through valuing our differences and similarities, and remaining vigilant in advancing equity, will we be able to maintain an equitable workplace and actively pursue equity in all aspects of our work. We commit to being continuous learners and working alongside others to cultivate equity, diversity, and inclusion.

SELECTION CRITERIA

Organizations are encouraged to submit joint proposals with in-state partners. The lead organizations should be a community-based organization or network of community-based organizations, such as a consumer advocacy network, an organization serving recent immigrants, an affordable housing advocate, or a civic engagement

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THE PROGRAM

Goals: As stated above, the overarching goal of Community Voices for Health is to support ongoing ways for people to engage—so that their voices are heard in decisions, their efforts to solve problems are supported, and their community networks are strengthened.

Approach, Definitions, and Examples: Through the Community Voices for Health project, RWJF will support up to six lead organizations working with diverse sets of stakeholders to strengthen engagement infrastructure, as described above, and better address communities' health priorities. This infrastructure will include research partners to increase understanding of community experiences with the health system; further raise the profile of their efforts; and support evidence-based policymaking. Finally, new pathways for policymakers to engage with community members will be identified.

Community health priorities are defined as community members' health-related goals and needs that can be addressed by improvements in health care, social services, public health, and other systems, as well as by actions taken by the community members themselves.

The **lead organizations** should be community-based organizations or networks—such as consumer advocacy networks; organizations serving recent immigrants; affordable housing advocates; or civic engagement organizations. Lead organizations are expected to partner with **other stakeholders**—such as public agencies; health care systems; public health departments and leaders; researchers; university-based centers; membership associations; social service providers; and many others. Lead organizations should also be public charities.

The state-based research partner will ideally have familiarity with **community-engaged research**, a collaborative process that creates and disseminates knowledge and creative expression with the goal of contributing to the well-being of the community.⁴ Here is one example of community-engaged research: a community-based organization partners with a researcher and local high school students to conduct in-person surveys to document local health assets and challenges. Meanwhile, residents conduct neighborhood "walk audits" using geographic information system (GIS) mapping and video recorders to document barriers that families encounter in trying to walk or play in a nearby park. Both sets of data are introduced at weekly meetings, where residents and decision-makers consider the results, identify priorities, and generate possible action steps. These discussions produce a multimedia report, including a map, that helps set the agenda for work in that neighborhood.

Other examples of community-engaged research and engagement infrastructure can be found at www.communityvoicesforhealth.org.

Support for Grantees: Two organizations, Public Agenda and Altarum, will work with grantees; policymakers (such as state or local public health departments; Medicaid or insurance departments; or legislators and legislative staff); and state-based researchers in each state to identify and leverage existing engagement assets and add new activities to strengthen engagement infrastructure, support community-engaged research efforts, and connect with state and local decision-makers. Public Agenda and Altarum will provide technical assistance, deliver workshops and other meetings, and provide a number of key supports, including: a scan of engagement opportunities; support for understanding key health policy proposals moving through the state legislatures; summaries of public opinion research; activities for connecting with state policymakers; development and piloting of engagement tools and strategies; and guidance for community-engaged research.

TOTAL AWARDS

RWJF anticipates that:

- Up to \$3.96 million will be available under this CFP.

⁴ Virginia Commonwealth University. "What is Community-Engaged Research?" Last modified November 1, 2018. <https://community.vcu.edu/faculty-support/centr-support-at-vcu/what-is-community-engaged-research/>

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4. Optional appendix with material in support of your proposal (does not count toward the 10-page proposal narrative maximum).

All proposals for this solicitation must be submitted via the RWJF online system. Visit www.rwjf.org/ctp/CVH and use the “Apply Online” link. If you have not already done so, you will be required to register at my.rwjf.org before you begin the proposal process. All applicants should log in to the system and familiarize themselves with online proposal requirements well before the final submission deadline. Staff may not be able to assist all applicants in the final 24 hours before the submission deadline.

RWJF does not provide individual critiques of proposals submitted.

A webinar for prospective applicants will be held on September 17, 2019 (3 p.m. ET).

Core Proposal Components

The following are required, core components of this project. Your proposal should describe how you will address them—and if you are unable to address one or more of these components, please provide an alternative. Please describe how your project will:

1. Approach the task of creating (or enhancing) a durable, inclusive, effective engagement infrastructure. Specifically, please address the following in your plan:
 - i. Whether you will be working statewide or at a regional or local level; (all are acceptable);
 - ii. How you will increase the number and diversity of people engaged, particularly those who have traditionally been excluded from state and local health-related decisions, including marginalized or underserved populations;
 - iii. How you will map the ways in which people are already engaging, and support and connect with people in those settings;
 - iv. Whether you will focus on a particular issue that impacts health—and if so, why you chose that issue, what strengths you bring to it, how you will incorporate community voices in defining it, and how the infrastructure you are building could eventually be used to help people address other issues impacting health;
 - v. The mix of engagement strategies you envision incorporating into the infrastructure you are developing;
 - vi. How you plan to work with community partners and in-state researchers’ work to produce research that informs policymaking;
 - vii. How you plan to engage with local and state policymakers and other decision-makers in opportunities to interact with and learn from their constituents;
2. Work in partnership with other organizations—please describe the partners you envision working with formally or informally and the role(s) you envision for each;
3. Identify and recruit new partners to reach populations or add capacities not currently covered by the current set of partners;
4. Draw on past experiences—please describe a previous project or effort that is relevant to your proposal, that addresses one or more of points i–vii above—what did you learn from that experience that will equip you to succeed in this work?

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5. Find ways to continue the work after the grant period ends—this with a primary focus on why different actors will be motivated to help sustain the engagement infrastructure you are developing;
6. Measure success in the project;
7. Anticipate and plan for challenges—please describe the main risks and uncertainties you foresee, and how you will account for them;
8. Use health equity to serve as a lens through which you will approach the work.
9. How you foresee the technical assistance provided by Public Agenda and Altarum (in engagement, research, and work with policymakers) can support you in overcoming challenges you have faced in the past, and if there are other types of technical assistance you might need.

Please direct inquiries to:

Matt Leighninger, *vice president for engagement*
Public Agenda
Email: voices4healthcfp@publicagenda.org

All applicants should log in to the system and familiarize themselves with online submission requirements well before the final submission deadline. Staff may not be able to assist all applicants in the final 24 hours before the submission deadline.

Late Submissions

RWJF will accept only those proposals that are completed/submitted at the time of the deadline. Because one of our Guiding Principles is to treat everyone with fairness and respect, RWJF's deadline policy applies to all applicants. If an applicant experiences a problem with the online application system that may prevent them from submitting on time, please notify the program administrator immediately. To do so, click on the "Contact Us" link found in the "Resources" area on the left side of most screens within the online proposal site. We encourage you to submit your proposal in advance of the deadline so that any unforeseen difficulties, e.g., technical problems, may be addressed well before the deadline.

RWJF does not provide individual critiques of proposals submitted.

PROGRAM DIRECTION

Responsible staff members at the Robert Wood Johnson Foundation are:

- Susan Mende, RN, MPH, *senior program officer*
- Anne Weiss, MPP, *managing director—Transforming Health and Health Care Systems*
- Stephen Theisen, *senior program financial analyst*

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KEY DATES AND DEADLINES

- **September 17, 2019 (3 p.m. ET)**
Optional applicant webinar. Registration is required [through this link](#).
- **October 7, 2019 (3 p.m. ET)**
Deadline for receipt of full proposals.
- **Early December 2019**
Applicants notified of grant decisions.
- **January 15, 2020**
Grants begin.

ABOUT THE ROBERT WOOD JOHNSON FOUNDATION

For more than 45 years, the Robert Wood Johnson Foundation has worked to improve health and health care. We are working alongside others to build a national Culture of Health that provides everyone in America a fair and just opportunity for health and well-being. For more information, visit rwjf.org. Follow the Foundation on Twitter at www.rwjf.org/twitter or on Facebook at www.rwjf.org/facebook.

Sign up to receive email alerts on upcoming calls for proposals at www.rwjf.org/manage-your-subscriptions.html.

50 College Road East
Princeton, NJ 08540-6614

MAINE COUNTY COMMISSIONERS ASSOCIATION

August 2019 Financial Report

Attached please find the financial reports for the month of August 2019. The Balance Sheet shows total assets and liabilities at \$100,284. This amount includes \$22,436 from the money market account for MainePERS employer contributions.

Debits to the bank account in August totaled \$19,097.69, and receipts of \$12,693.48 were credited to the account. The debits were from normal operating expenses during the month and convention related purchases. The deposits consisted of payments from vendors and attendees to participate in the Convention of Maine Counties, and an endorsement payment from NACo.

The general fund checking account balance as of September 2nd was \$76,215.53 as some transactions had not yet cleared. With approximately 67% of the year elapsed, 68% of the \$257,063 budgeted revenue has been received. On the expenditure side, \$21,080 was spent in August, and \$144,782 or approximately 56% of budgeted funds had been expended year-to-date.

Please note, per auditor request for complete account numbering in QuickBooks, the checking account, Money Market Account, Petty Cash Account, etc. have all been assigned numbers. This came up in a past audit. However, at that time they would not identify which account numbers should be changed. In the course of conversion during a recent visit by Ron and Mitch Beaulieu, they did highlight specific accounts which have been changed to comply. Another change in procedure will be in the, "Transfer in from Fund Balance" which we use to balance our budget. The auditors do not want this line item to be shown as income as the money already belongs to the organization. We have been directed to simply leave the income line reflecting the deficit, and not make any kind of a journal entry. This will be in the auditor's report and they will explain it in more detail if necessary.

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. 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: September 27, 2019

Charles Pray, Executive Director

Thomas Coward, President

Amy Fowler, Vice-President

William Blodgett, Secretary-Treasurer

Maine County Commissioners Association Balance Sheet (accrual)

As of September 2, 2019

	August 2019
ASSETS	
Current Assets	
Checking/Savings	
1000-00 - Bank and Cash Accounts	
1010-00 - MCCA Checking-Savings Bank	76,215.53
1020-00 - Money Market Account	22,436.97
1030-00 - Petty Cash Account	200.00
Total 1000-00 - Bank and Cash Accounts	98,852.50
Total Checking/Savings	98,852.50
Accounts Receivable	
1300-00 - Receivables	799.14
Total Accounts Receivable	799.14
Other Current Assets	
1110-00 - Undeposited Funds	47.00
Total Other Current Assets	47.00
Total Current Assets	99,698.64
Fixed Assets	
1200-00 - Fixed Assets	
1210-00 - Accumulated Depreciation	-6,074.00
1220-00 - Equipment	6,660.00
Total 1200-00 - Fixed Assets	586.00
Total Fixed Assets	586.00
TOTAL ASSETS	100,284.64
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100-00 - Other Current Liabilities	
2120-00 - MainePERS Employee Contribution	111.79
2130-00 - Employee Health Insurance Contr	1,043.11
2140-00 - Accrued Vacation	820.90
Total 2100-00 - Other Current Liabilities	1,975.80
Total Other Current Liabilities	1,975.80
Total Current Liabilities	1,975.80
Total Liabilities	1,975.80
Equity	
3000-00 - Equity Accounts	
3020-00 - Fund Balance to Current Yr Inc	-89,430.00
Total 3000-00 - Equity Accounts	-89,430.00
3100-00 - Earnings	158,752.42
Net Income	28,986.42
Total Equity	98,308.84
TOTAL LIABILITIES & EQUITY	100,284.64

**Maine County Commissioners Association
Reconciliation Summary**

1020-00 · Money Market Account, Period Ending 08/19/19

	August 2019
Beginning Balance	22,435.99
Cleared Transactions	
Deposits and Credits - 1 item	0.98
Total Cleared Transactions	0.98
Cleared Balance	22,436.97
Register Balance as of 08/19/19	22,436.97
Ending Balance	22,436.97

**Maine County Commissioners Association
Reconciliation Summary**

1010-00 · MCCA Checking-Savings Bank, Period Ending 09/02/19

	August 2019
Beginning Balance	87,508.00
Cleared Transactions	
Checks and Payments - 17 items	-19,097.69
Deposits and Credits - 11 items	12,693.48
Total Cleared Transactions	-6,404.21
Cleared Balance	81,103.79
Uncleared Transactions	
Checks and Payments - 5 items	-4,888.26
Total Uncleared Transactions	-4,888.26
Register Balance as of 09/02/19	76,215.53
New Transactions	
Checks and Payments - 5 items	-1,571.39
Deposits and Credits - 7 items	21,473.60
Total New Transactions	19,902.21
Ending Balance	96,117.74

Maine County Commissioners Association

Reconciliation Detail

1010-00 · MCCA Checking-Savings Bank, Period Ending 09/02/19

	Type	Date	Name	Amount	Balance
Beginning Balance					87,508.00
Cleared Transactions					
Checks and Payments - 17 items					
	Bill Pmt -Check	8/1	Maine Farm Bureau	-1,497.17	-1,497.17
	Bill Pmt -Check	8/1	MainePERS	-730.79	-2,227.96
	Bill Pmt -Check	8/1	Sunday River Resort	-500.00	-2,727.96
	Bill Pmt -Check	8/2	Bangor Payroll	-2,461.67	-5,189.63
	Bill Pmt -Check	8/9	Bangor Payroll	-2,461.67	-7,651.30
	Bill Pmt -Check	8/16	Bangor Payroll	-2,461.67	-10,112.97
	Bill Pmt -Check	8/20	Charles Pray	-600.00	-10,712.97
	Bill Pmt -Check	8/20	Lisa's White Flour Catering	-309.57	-11,022.54
	Bill Pmt -Check	8/20	US Bank	-296.75	-11,319.29
	Bill Pmt -Check	8/20	Spectrum Business/TWC	-179.69	-11,498.98
	Bill Pmt -Check	8/20	Camden National Bank	-171.00	-11,669.98
	Bill Pmt -Check	8/20	Haven, Lauren	-156.00	-11,825.98
	Bill Pmt -Check	8/20	Unlimited Technology	-125.00	-11,950.98
	Bill Pmt -Check	8/20	Liberty Mutual Insurance	-57.12	-12,008.10
	Bill Pmt -Check	8/20	Eastern Alliance	-45.00	-12,053.10
	Bill Pmt -Check	8/23	Bangor Payroll	-2,461.67	-14,514.77
	Bill Pmt -Check	8/30	Bangor Payroll	-4,582.92	-19,097.69
Total Checks and Payments				-19,097.69	-19,097.69
Deposits and Credits - 11 items					
	Deposit	8/1	Square	134.76	134.76
	Deposit	8/1	Square	450.00	584.76
	Deposit	8/1		2,186.00	2,770.76
	Deposit	8/2	Square	51.15	2,821.91
	Deposit	8/13	Square	160.73	2,982.64
	Deposit	8/13	Square	291.79	3,274.43
	Deposit	8/21	Square	489.37	3,763.80
	Deposit	8/23		5,129.00	8,892.80
	Deposit	8/27	NACo	40.95	8,933.75
	Deposit	8/28		3,756.00	12,689.75
	Deposit	9/2		3.73	12,693.48
Total Deposits and Credits				12,693.48	12,693.48
Total Cleared Transactions				-6,404.21	-6,404.21
Cleared Balance				-6,404.21	81,103.79
Uncleared Transactions					
Checks and Payments - 5 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	12/7	State of Maine-Hall of Flags	-100.00	-3,094.34
	Bill Pmt -Check	2/14	US Bank	-296.75	-3,391.09

	Type	Date	Name	Amount	Balance
	Bill Pmt -Check	8/29	Maine Farm Bureau	-1,497.17	-4,888.26
Total Checks and Payments				-4,888.26	-4,888.26
Total Uncleared Transactions				-4,888.26	-4,888.26
Register Balance as of 09/02/19				-11,292.47	76,215.53
New Transactions					
Checks and Payments - 5 items					
	Bill Pmt -Check	9/11	MainePERS	-913.49	-913.49
	Bill Pmt -Check	9/11	US Bank	-296.75	-1,210.24
	Bill Pmt -Check	9/11	Spectrum Business/TWC	-179.07	-1,389.31
	Bill Pmt -Check	9/11	Unlimited Technology	-125.00	-1,514.31
	Bill Pmt -Check	9/11	Liberty Mutual Insurance	-57.08	-1,571.39
Total Checks and Payments				-1,571.39	-1,571.39
Deposits and Credits - 7 items					
	Deposit	9/3		8,795.00	8,795.00
	Deposit	9/5		2,446.00	11,241.00
	Deposit	9/9		608.00	11,849.00
	Deposit	9/9		3,452.60	15,301.60
	Deposit	9/12		3,058.00	18,359.60
	Deposit	9/16		892.00	19,251.60
	Deposit	9/16		2,222.00	21,473.60
Total Deposits and Credits				21,473.60	21,473.60
Total New Transactions				19,902.21	19,902.21
Ending Balance				8,609.74	96,117.74

Maine County Commissioners Association Profit & Loss Budget vs. Actual

January 1 through September 2, 2019

Accrual Basis

	2019 Budget	August 2019	Jan-Aug 2019	\$ Over Budget	% of Budget
Income					
4100-00 · Convention Income					
4110-00 · Plaques	400			-400	
4120-00 · Registration	22,000	9,531	12,518	-9,482	57%
4130-00 · Sponsorship	9,000	1,000	4,200	-4,800	47%
4140-00 · Vendor	11,500	1,350	4,750	-6,750	41%
Total 4100-00 · Convention Income	42,900	11,881	21,468	-21,432	50%
4300-00 · Dues	141,043		141,043		100%
4400-00 · Other Income	7,500	441	11,214	3,714	150%
4500-00 · NACo Roster	500			-500	
4600-00 · MCCA Risk Pool Assessment	27,038			-27,038	
4800-00 · MainePERS Surplus Funds	9,997			-9,997	
4810-00 · Interest Earned	100	5	43	-57	43%
4920-00 · Transfer in from Fund Balance	27,985			-27,985	
Total Income	257,063	12,327	173,768	-83,295	68%
Gross Profit	257,063	12,327	173,768	-83,295	68%
Expense					
5000-00 · Payroll Expenses					
5020-00 · Payroll Fees	2,000	178	1,262	-738	63%
5030-00 · FICA	9,897	930	6,511	-3,386	66%
5040-00 · MainePERS Contributions	9,997	731	6,145	-3,852	61%
5050-00 · Salary-Office Manager	49,574	4,744	33,425	-16,149	67%
5060-00 · Salary-Executive Director	81,332	7,600	53,200	-28,132	65%
Total 5000-00 · Payroll Expenses	152,800	14,183	100,543	-52,257	66%
5100-00 · Insurance					
5110-00 · Health Insurance	11,752	977	7,819	-3,933	67%
5120-00 · Commercial, Crime, D&O Ins	2,050	57	1,810	-240	88%
5130-00 · Workers Comp	564	45	321	-243	57%
5140-00 · Unemployment Comp Ins	450		290	-160	64%
Total 5100-00 · Insurance	14,816	1,079	10,240	-4,576	69%
6010-00 · Prof. Services					
6012-00 · Prof Services - Legal Services	500		500		100%
6013-00 · Financial Audit	3,000		2,500	-500	83%
Total 6010-00 · Prof. Services	3,500		3,000	-500	86%
6030-00 · Lobbying					
6031-00 · Lobbying Reg	200		200		100%
Total 6030-00 · Lobbying	200		200		100%
6040-00 · NACO Expenses					
6041-00 · Conferences	8,620		3,447	-5,173	40%
Total 6040-00 · NACO Expenses	8,620		3,447	-5,173	40%

Accrual Basis

	2019 Budget	August 2019	Jan-Aug 2019	\$ Over Budget	% of Budget
6050-00 · Education and Training	600		60	-540	10%
6100-00 · Bank Charges	50			-50	
6110-00 · Convention Expense					
6113-00 · Entertainment/Speakers	2,500			-2,500	
6114-00 · MCCA Staff Registration Expense	1,100	485	485	-615	44%
6118-00 · Meeting Exp.	30,000	500	500	-29,500	2%
6121-00 · Supplies	500		1	-499	0%
6124-00 · Commissioner Retirement Plaques	400			-400	
Total 6110-00 · Convention Expense	34,500	985	986	-33,514	3%
6140-00 · Copies-Printing					
6142-00 · Directory	100		100		100%
Total 6140-00 · Copies-Printing	100		100		100%
6145-00 · Dues Expense	1,400		1,100	-300	79%
6150-00 · Equipment - Office					
6151-00 · Computer Hardware & Software	250		259	9	103%
6152-00 · IT Services	1,700	137	1,076	-624	63%
6153-00 · Photocopier Lease	3,696	297	2,374	-1,322	64%
6154-00 · Printer & Supplies	1,000		595	-405	60%
6156-00 · Other	400			-400	
Total 6150-00 · Equipment - Office	7,046		4,304	-2,743	61%
6160-00 · Fees	100		60	-40	60%
6170-00 · Meeting Expense					
6171-00 · Annual Meeting	1,100		1,015	-85	92%
6173-00 · Monthly	3,900	351	2,453	-1,447	63%
6175-00 · Meetings - Other	1,500		1,800	300	120%
Total 6170-00 · Meeting Expense	6,500	351	5,268	-1,232	81%
6180-00 · Mileage & Travel Expense	600	40	119	-481	20%
6195-00 · Office Space Rental	19,000	2,994	11,977	-7,023	63%
6215-00 · Postage-Shipping	250		72	-178	29%
6230-00 · Advertising	250			-250	
6235-00 · Supplies	2,000		551	-1,449	28%
6240-00 · Telephone, Fax & Internet					
6241-00 · Cell Phone	1,830	675	1,200	-630	66%
6243-00 · Phone, Fax & Internet	2,200	180	1,396	-804	63%
Total 6240-00 · Telephone, Fax & Internet	4,030	855	2,596	-1,434	64%
6250-00 · Website	200	159		-81	80%
6260-00 · Contingency	500			-500	
Total Expense	257,062	21,080	144,782	-112,280	56%

Maine County Commissioners Association

Expenses by Vendor Detail

August 1 through September 2, 2019

Accrual Basis

Bangor Payroll

Type	Date	Memo	Account	Amount	Balance
Bill	8/2	Office Managers Salary	5050-00 · Salary-Office Manager	948.88	948.88
Bill	8/2	Taxes	5030-00 · FICA	185.24	1,134.12
Bill	8/2	Processing fee	5020-00 · Payroll Fees	34.00	1,168.12
Bill	8/2	ED Salary	5060-00 · Salary-Executive Director	1,520.00	2,688.12
Bill	8/9	Office Managers Salary	5050-00 · Salary-Office Manager	948.88	3,637.00
Bill	8/9	Taxes	5030-00 · FICA	185.24	3,822.24
Bill	8/9	Processing fee	5020-00 · Payroll Fees	34.00	3,856.24
Bill	8/9	ED Salary	5060-00 · Salary-Executive Director	1,520.00	5,376.24
Bill	8/16	Office Managers Salary	5050-00 · Salary-Office Manager	948.88	6,325.12
Bill	8/16	Taxes	5030-00 · FICA	185.24	6,510.36
Bill	8/16	Processing fee	5020-00 · Payroll Fees	34.00	6,544.36
Bill	8/16	ED Salary	5060-00 · Salary-Executive Director	1,520.00	8,064.36
Bill	8/23	Office Managers Salary	5050-00 · Salary-Office Manager	948.88	9,013.24
Bill	8/23	Taxes	5030-00 · FICA	185.24	9,198.48
Bill	8/23	Processing fee	5020-00 · Payroll Fees	34.00	9,232.48
Bill	8/23	ED Salary	5060-00 · Salary-Executive Director	1,520.00	10,752.48
Bill	8/30	Office Managers Salary	5050-00 · Salary-Office Manager	948.88	11,701.36
Bill	8/30	Taxes	5030-00 · FICA	188.87	11,890.23
Bill	8/30	Processing fee	5020-00 · Payroll Fees	42.00	11,932.23
Bill	8/30	ER Health Insurance Contributions	5110-00 · Health Insurance	977.37	12,909.60
Bill	8/30	Payroll for week 8/19 to 8/25/19	5060-00 · Salary-Executive Director	1,520.00	14,429.60
Total Bangor Payroll				14,429.60	14,429.60

Camden National Bank

Bill	8/20		6152-00 · IT Services	12.00	12.00
Bill	8/20		6151-00 · Computer Hardware & Software	159.00	171.00
				171.00	171.00

Total Camden National Bank

Charles Pray

Bill	8/20		6241-00 · Cell Phone	600.00	600.00
				600.00	600.00

Total Charles Pray

Eastern Alliance

Accrual Basis	Type	Date	Memo	Account	Amount	Balance
Total Eastern Alliance Haven, Lauren	Bill	8/20		5130-00 · Workers Comp	45.00	45.00
					45.00	45.00
Total Haven, Lauren	Bill	8/20		6173-00 · Monthly	41.43	41.43
Liberty Mutual Insurance	Bill	8/20		6241-00 · Cell Phone	75.00	116.43
	Bill	8/20		6180-00 · Mileage & Travel Expense	39.57	156.00
					156.00	156.00
Total Liberty Mutual Insurance	Bill	8/20		5120-00 · Commercial, Crime, D&O Ins	57.12	57.12
Lisa's White Flour Catering					57.12	57.12
Total Lisa's White Flour Catering	Bill	8/20		6173-00 · Monthly	309.57	309.57
Maine Farm Bureau					309.57	309.57
Total Maine Farm Bureau	Bill	8/1	Printed by MCCA	6195-00 · Office Space Rental	1,497.17	1,497.17
MainePERS	Bill	8/29	Printed by MCCA	6195-00 · Office Space Rental	1,497.17	2,994.34
					2,994.34	2,994.34
Total MainePERS	Bill	8/1		5040-00 · MainePERS Contributions	730.79	730.79
Spectrum Business/TWC					730.79	730.79
Total Spectrum Business/TWC	Bill	8/20		6243-00 · Phone, Fax & Internet	179.69	179.69
Sunday River Resort					179.69	179.69
Total Sunday River Resort	Bill	8/1	2020 Conference Venue	6118-00 · Meeting Exp.	500.00	500.00
Unlimited Technology					500.00	500.00
Total Unlimited Technology	Bill	8/20		6152-00 · IT Services	125.00	125.00
US Bank					125.00	125.00
Total US Bank	Bill	8/20		6153-00 · Photocopier Lease	296.75	296.75
					296.75	296.75
TOTAL					20,594.86	20,594.86

Maine County Commissioners Association
Transaction Detail by Account
August 1 through September 2, 2019

Accrual Basis

1000-00 - Bank and Cash Accounts

1010-00 - MCCA Checking-Savings Bank

Type	Date	Name	Memo	Amount	Balance
Bill Pmt -Check	8/1	MainePERS		-730.79	-730.79
Bill Pmt -Check	8/1	Sunday River Resort		-500.00	-1,230.79
Bill Pmt -Check	8/1	Maine Farm Bureau	Printed by MCCA	-1,497.17	-2,727.96
Deposit	8/1		Deposit	2,186.00	-541.96
Deposit	8/1	Square	Deposit	450.00	-91.96
Deposit	8/1	Square	Deposit	134.76	42.80
Bill Pmt -Check	8/2	Bangor Payroll	Payroll for week 7/22 to 7/28/19	-2,461.67	-2,418.87
Deposit	8/2	Square	Deposit	51.15	-2,367.72
Bill Pmt -Check	8/9	Bangor Payroll	Payroll for week 7/29 to 8/4/19	-2,461.67	-4,829.39
Deposit	8/13	Square	Deposit	291.79	-4,537.60
Deposit	8/13	Square	Deposit	160.73	-4,376.87
Bill Pmt -Check	8/16	Bangor Payroll	Payroll for week 8/5 to 8/11/19	-2,461.67	-6,838.54
Bill Pmt -Check	8/20	Liberty Mutual Insurance		-57.12	-6,895.66
Bill Pmt -Check	8/20	Eastern Alliance		-45.00	-6,940.66
Bill Pmt -Check	8/20	Camden National Bank		-171.00	-7,111.66
Bill Pmt -Check	8/20	Unlimited Technology		-125.00	-7,236.66
Bill Pmt -Check	8/20	US Bank		-296.75	-7,533.41
Bill Pmt -Check	8/20	Lisa's White Flour Catering		-309.57	-7,842.98
Bill Pmt -Check	8/20	Haven, Lauren		-156.00	-7,998.98
Bill Pmt -Check	8/20	Charles Pray		-600.00	-8,598.98
Bill Pmt -Check	8/20	Spectrum Business/TWC		-179.69	-8,778.67
Deposit	8/21	Square	Deposit	489.37	-8,289.30
Deposit	8/23		Deposit	5,129.00	-3,160.30
Bill Pmt -Check	8/23	Bangor Payroll	Payroll for week 8/12 to 8/18/19	-2,461.67	-5,621.97
Deposit	8/27	NACo	Deposit	40.95	-5,581.02
Deposit	8/28		Deposit	3,756.00	-1,825.02
Bill Pmt -Check	8/29	Maine Farm Bureau	Printed by MCCA	-1,497.17	-3,322.19
Bill Pmt -Check	8/30	Bangor Payroll	Payroll for week 8/19 to 8/25/19	-4,582.92	-7,905.11
Deposit	9/2		Interest	3.73	-7,901.38

Accrual Basis

Total 1010-00 - MCCA Checking-Savings Bank

1020-00 - Money Market Account

Total 1020-00 - Money Market Account

Total 1000-00 - Bank and Cash Accounts

1300-00 - Receivables

Total 1300-00 - Receivables

1110-00 - Undeposited Funds

Total 1110-00 - Undeposited Funds

2000-00 - Accounts Payable

Type	Date	Name	Memo	Amount	Balance
Deposit	8/18		Interest	-7,901.38	-7,901.38
				0.98	0.98
				0.98	0.98
				-7,900.40	-7,900.40
Payment	8/1	Androscoggin Bank		-450.00	-450.00
Payment	8/1	Connection PSS		-450.00	-900.00
Invoice	8/1	Skelton, Taintor & Abbott		400.00	-500.00
Payment	8/1	Skelton, Taintor & Abbott		-400.00	-900.00
Invoice	8/1	IIS Financial Services, LLC		450.00	-450.00
Payment	8/1	IIS Financial Services, LLC		-450.00	-900.00
Invoice	8/1	Waldo County		436.00	-464.00
Payment	8/1	Waldo County		-436.00	-900.00
Invoice	8/21	Flaherty, Bruce		47.00	-853.00
Payment	8/21	Flaherty, Bruce		-47.00	-900.00
				-900.00	-900.00
Payment	8/1	Androscoggin Bank		450.00	450.00
Payment	8/1	Connection PSS		450.00	900.00
Payment	8/1	Skelton, Taintor & Abbott		400.00	1,300.00
Payment	8/1	IIS Financial Services, LLC		450.00	1,750.00
Payment	8/1	Waldo County		436.00	2,186.00
Deposit	8/1	Androscoggin Bank	Deposit	-450.00	1,736.00
Deposit	8/1	Connection PSS	Deposit	-450.00	1,286.00
Deposit	8/1	Skelton, Taintor & Abbott	Deposit	-400.00	886.00
Deposit	8/1	IIS Financial Services, LLC	Deposit	-450.00	436.00
Deposit	8/1	Waldo County	Deposit	-436.00	0.00
Payment	8/21	Flaherty, Bruce		47.00	47.00
				47.00	47.00
Bill	8/1	Sunday River Resort		-500.00	-500.00
Bill	8/1	Maine Farm Bureau	Printed by MCCA	-1,497.17	-1,997.17
Bill	8/1	MainePERS		-730.79	-2,727.96
Bill Pmt -Check	8/1	MainePERS		730.79	-1,997.17

Type	Date	Name	Memo	Amount	Balance
Bill Pmt -Check	8/1	Sunday River Resort		500.00	-1,497.17
Bill Pmt -Check	8/1	Maine Farm Bureau	Printed by MCCA	1,497.17	0.00
Bill	8/2	Bangor Payroll	Payroll for week 7/22 to 7/28/19	-2,461.67	-2,461.67
Bill Pmt -Check	8/2	Bangor Payroll	Payroll for week 7/22 to 7/28/19	2,461.67	0.00
Bill	8/9	Bangor Payroll	Payroll for week 7/29 to 8/4/19	-2,461.67	-2,461.67
Bill Pmt -Check	8/9	Bangor Payroll	Payroll for week 7/29 to 8/4/19	2,461.67	0.00
Bill	8/16	Bangor Payroll	Payroll for week 8/5 to 8/11/19	-2,461.67	-2,461.67
Bill Pmt -Check	8/16	Bangor Payroll	Payroll for week 8/5 to 8/11/19	2,461.67	0.00
Bill	8/20	Liberty Mutual Insurance		-57.12	-57.12
Bill	8/20	Eastern Alliance		-45.00	-102.12
Bill	8/20	Camden National Bank		-171.00	-273.12
Bill	8/20	Unlimited Technology		-125.00	-398.12
Bill	8/20	US Bank		-296.75	-694.87
Bill	8/20	Lisa's White Flour Catering		-309.57	-1,004.44
Bill	8/20	Haven, Lauren		-156.00	-1,160.44
Bill	8/20	Charles Pray		-600.00	-1,760.44
Bill	8/20	Spectrum Business/TWC		-179.69	-1,940.13
Bill Pmt -Check	8/20	Liberty Mutual Insurance		57.12	-1,883.01
Bill Pmt -Check	8/20	Eastern Alliance		45.00	-1,838.01
Bill Pmt -Check	8/20	Camden National Bank		171.00	-1,667.01
Bill Pmt -Check	8/20	Unlimited Technology		125.00	-1,542.01
Bill Pmt -Check	8/20	US Bank		296.75	-1,245.26
Bill Pmt -Check	8/20	Lisa's White Flour Catering		309.57	-935.69
Bill Pmt -Check	8/20	Haven, Lauren		156.00	-779.69
Bill Pmt -Check	8/20	Charles Pray		600.00	-179.69
Bill Pmt -Check	8/20	Spectrum Business/TWC		179.69	0.00
Bill	8/23	Bangor Payroll	Payroll for week 8/12 to 8/18/19	-2,461.67	-2,461.67
Bill Pmt -Check	8/23	Bangor Payroll	Payroll for week 8/12 to 8/18/19	2,461.67	0.00
Bill	8/29	Maine Farm Bureau	Printed by MCCA	-1,497.17	-1,497.17
Bill Pmt -Check	8/29	Maine Farm Bureau	Printed by MCCA	1,497.17	0.00
Bill	8/30	Bangor Payroll	Payroll for week 8/19 to 8/25/19	-4,582.92	-4,582.92
Bill Pmt -Check	8/30	Bangor Payroll	Payroll for week 8/19 to 8/25/19	4,582.92	0.00
Total 2000-00 - Accounts Payable				0.00	0.00

Total 2000-00 - Accounts Payable

2100-00 - Other Current Liabilities

2120-00 - MainePERS Employee Contribution

Accrual Basis

Type	Date	Name	Memo	Amount	Balance
Bill	8/2	Bangor Payroll	Employee Contribution	-178.99	-178.99
Bill	8/9	Bangor Payroll	Employee Contribution	-178.99	-357.98
Bill	8/16	Bangor Payroll	Employee Contribution	-178.99	-536.97
Bill	8/23	Bangor Payroll	Employee Contribution	-178.99	-715.96
Bill	8/30	Bangor Payroll	Employee Contribution	-178.99	-894.95
Bill	8/30	Bangor Payroll	EE MEPRS Retirement Contributions	894.95	0.00
Total 2120-00 - MainePERS Employee Contribution				0.00	0.00
Bill	8/2	Bangor Payroll	EE Health Insurance Contributions	-47.46	-47.46
Bill	8/9	Bangor Payroll	EE Health Insurance Contributions	-47.46	-94.92
Bill	8/16	Bangor Payroll	EE Health Insurance Contributions	-47.46	-142.38
Bill	8/23	Bangor Payroll	EE Health Insurance Contributions	-47.46	-189.84
Bill	8/30	Bangor Payroll	EE Health Insurance Contributions	189.84	0.00
Bill	8/30	Bangor Payroll	EE Health Ins Contrib	0.00	0.00
Total 2130-00 - Employee Health Insurance Contr				0.00	0.00
Total 2100-00 - Other Current Liabilities				0.00	0.00
4100-00 - Convention Income					
4120-00 - Registration					
Invoice	8/1	Waldo County	Conv Reg-Bill Shorey	-205.00	-205.00
Invoice	8/1	Waldo County	Conv Reg-Karen Trussell	-82.00	-287.00
Invoice	8/1	Waldo County	Conv Reg-Amy Fowler	-149.00	-436.00
Deposit	8/1	Square	Deposit	-134.76	-570.76
Deposit	8/2	Square	Deposit	-51.15	-621.91
Deposit	8/13	Square	Deposit	-291.79	-913.70
Deposit	8/13	Square	Deposit	-160.73	-1,074.43
Invoice	8/21	Flaherty, Bruce	Saturday Night Dinner	-47.00	-1,121.43
Deposit	8/21	Square	Deposit	-489.37	-1,610.80
Deposit	8/23	Hancock County	G.Coughlin,V.Jordan,T.Wentworth	-165.00	-1,775.80
Deposit	8/23	Trafon, Jeffrey	Deposit	-47.00	-1,822.80
Deposit	8/23	Trundy, Jason	Deposit	-47.00	-1,869.80
Deposit	8/23	Waldo County SO	Sheriff & Chief	-94.00	-1,963.80
Deposit	8/23	Waldo County	L.Patten,J.Trafon,J.Trundy,A.Fowler+meals	-455.00	-2,418.80
Deposit	8/23	Patten, Lynn	Guest Reg & Meals	-119.00	-2,537.80
Deposit	8/23	Trundy, Jason	Guest Registration	-25.00	-2,562.80
Deposit	8/23	Trafon, Jeffrey	Guest Registration	-25.00	-2,587.80

Accrual Basis

Type	Date	Name	Memo	Amount	Balance
Deposit	8/23	Franklin County	V.Braley,J.Morton,S.Black,P.Prodan	-704.00	-3,291.80
Deposit	8/23	Waldo County	B.Johnson,B.Arseneau,S.Grant,N.Hubbar	-838.00	-4,129.80
Deposit	8/23	Stacy Grant	Guest	-72.00	-4,201.80
Deposit	8/23	Androscoggin County	T.Chouinard,C.Proctor,S.Berube,L.Post	-705.00	-4,906.80
Deposit	8/23	Chouinard, Tina	Guest	-103.00	-5,009.80
Deposit	8/23	Sagadahoc County	P.Hile	-280.00	-5,289.80
Deposit	8/28	York County	12 County 2 Guests	-3,756.00	-9,045.80
General Journal	8/29		CP&LH Registration	-485.00	-9,530.80
				-9,530.80	-9,530.80
Deposit	8/23	Viking Lumber	Sponsor	-1,000.00	-1,000.00
				-1,000.00	-1,000.00
Invoice	8/1	IIS Financial Services, LLC	Exhibit Booth Two Days	-450.00	-450.00
Deposit	8/1	Square	Deposit	-450.00	-900.00
Deposit	8/23	Buzz Seating	Exhibitor	-450.00	-1,350.00
				-1,350.00	-1,350.00
				-11,880.80	-11,880.80
Invoice	8/1	Skelton, Taintor & Abbott	Income from any advertising performed by	-400.00	-400.00
Deposit	8/27	NACo	Deposit	-40.95	-440.95
				-440.95	-440.95
Deposit	8/18		Interest	-0.98	-0.98
Deposit	9/2		Interest	-3.73	-4.71
				-4.71	-4.71
Bill	8/2	Bangor Payroll	Processing fee	34.00	34.00
Bill	8/9	Bangor Payroll	Processing fee	34.00	68.00
Bill	8/16	Bangor Payroll	Processing fee	34.00	102.00
Bill	8/23	Bangor Payroll	Processing fee	34.00	136.00
Bill	8/30	Bangor Payroll	Processing fee	42.00	178.00
				178.00	178.00

Total 4120-00 · Registration

4130-00 · Sponsorship

Total 4130-00 · Sponsorship

4140-00 · Vendor

Total 4140-00 · Vendor

Total 4100-00 · Convention Income

4400-00 · Other Income

Total 4400-00 · Other Income

4810-00 · Interest Earned

Total 4810-00 · Interest Earned

5000-00 · Payroll Expenses

5020-00 · Payroll Fees

Total 5020-00 · Payroll Fees

Accrual Basis

5030-00 · FICA

Type	Date	Name	Memo	Amount	Balance
Bill	8/2	Bangor Payroll	Taxes	185.24	185.24
Bill	8/9	Bangor Payroll	Taxes	185.24	370.48
Bill	8/16	Bangor Payroll	Taxes	185.24	555.72
Bill	8/23	Bangor Payroll	Taxes	185.24	740.96
Bill	8/30	Bangor Payroll	Taxes	188.87	929.83
Total 5030-00 · FICA				929.83	929.83

5040-00 · MainePERS Contributions

Bill	8/1	MainePERS		730.79	730.79
Total 5040-00 · MainePERS Contributions				730.79	730.79

5050-00 · Salary-Office Manager

Bill	8/2	Bangor Payroll	Office Managers Salary	948.88	948.88
Bill	8/9	Bangor Payroll	Office Managers Salary	948.88	1,897.76
Bill	8/16	Bangor Payroll	Office Managers Salary	948.88	2,846.64
Bill	8/23	Bangor Payroll	Office Managers Salary	948.88	3,795.52
Bill	8/30	Bangor Payroll	Office Managers Salary	948.88	4,744.40
Total 5050-00 · Salary-Office Manager				4,744.40	4,744.40

5060-00 · Salary-Executive Director

Bill	8/2	Bangor Payroll	ED Salary	1,520.00	1,520.00
Bill	8/9	Bangor Payroll	ED Salary	1,520.00	3,040.00
Bill	8/16	Bangor Payroll	ED Salary	1,520.00	4,560.00
Bill	8/23	Bangor Payroll	ED Salary	1,520.00	6,080.00
Bill	8/30	Bangor Payroll	Payroll for week 8/19 to 8/25/19	1,520.00	7,600.00
Total 5060-00 · Salary-Executive Director				7,600.00	7,600.00
Total 5000-00 · Payroll Expenses				14,183.02	14,183.02

5100-00 · Insurance

5110-00 · Health Insurance

Bill	8/30	Bangor Payroll	ER Health Insurance Contributions	977.37	977.37
Total 5110-00 · Health Insurance				977.37	977.37

5120-00 · Commercial, Crime, D&O Ins

Bill	8/20	Liberty Mutual Insurance		57.12	57.12
Total 5120-00 · Commercial, Crime, D&O Ins				57.12	57.12

5130-00 · Workers Comp

Bill	8/20	Eastern Alliance		45.00	45.00
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Accrual Basis	Type	Date	Name	Memo	Amount	Balance
Total 5130-00 · Workers Comp					45.00	45.00
Total 5100-00 · Insurance					1,079.49	1,079.49
6110-00 · Convention Expense						
6114-00 · MCCA Staff Registration Expense						
Total 6114-00 · MCCA Staff Registration Expense	General Journal	8/29		CP&LH Registration	485.00	485.00
6118-00 · Meeting Exp.					485.00	485.00
Total 6118-00 · Meeting Exp.						
Total 6110-00 · Convention Expense	Bill	8/1	Sunday River Resort	2020 Conference Venue	500.00	500.00
6150-00 · Equipment - Office					500.00	500.00
6151-00 · Computer Hardware & Software					985.00	985.00
Total 6151-00 · Computer Hardware & Software						
6152-00 · IT Services						
Total 6152-00 · IT Services	Bill	8/20	Camden National Bank		159.00	159.00
6153-00 · Photocopier Lease					159.00	159.00
Total 6153-00 · Photocopier Lease						
Total 6150-00 · Equipment - Office	Bill	8/20	Camden National Bank		12.00	12.00
6170-00 · Meeting Expense	Bill	8/20	Unlimited Technology		125.00	137.00
6173-00 · Monthly					137.00	137.00
Total 6173-00 · Monthly						
Total 6152-00 · IT Services	Bill	8/20	US Bank		296.75	296.75
6153-00 · Photocopier Lease					296.75	296.75
Total 6153-00 · Photocopier Lease					592.75	592.75
6170-00 · Meeting Expense						
6173-00 · Monthly						
Total 6173-00 · Monthly	Bill	8/20	Lisa's White Flour Catering		309.57	309.57
Total 6170-00 · Meeting Expense	Bill	8/20	Haven, Lauren		41.43	351.00
6180-00 · Mileage & Travel Expense					351.00	351.00
Total 6180-00 · Mileage & Travel Expense					351.00	351.00
6195-00 · Office Space Rental						
Total 6180-00 · Mileage & Travel Expense	Bill	8/20	Haven, Lauren		39.57	39.57
6195-00 · Office Space Rental					39.57	39.57
Total 6195-00 · Office Space Rental	Bill	8/1	Maine Farm Bureau	Printed by MCCA	1,497.17	1,497.17
	Bill	8/29	Maine Farm Bureau	Printed by MCCA	1,497.17	2,994.34

Accrual Basis					Type	Date	Name	Memo	Amount	Balance
Total 6195-00 · Office Space Rental									2,994.34	2,994.34
6240-00 · Telephone, Fax & Internet										
6241-00 · Cell Phone										
Total 6241-00 · Cell Phone					Bill	8/20	Haven, Lauren		75.00	75.00
6243-00 · Phone, Fax & Internet					Bill	8/20	Charles Pray		600.00	675.00
Total 6243-00 · Phone, Fax & Internet									675.00	675.00
Total 6243-00 · Phone, Fax & Internet					Bill	8/20	Spectrum Business/TWC		179.69	179.69
Total 6240-00 · Telephone, Fax & Internet									179.69	179.69
									854.69	854.69

Maine County Commissioners Association

Profit & Loss Prev Year Comparison

August

Accrual Basis

	August 2019	August 2018	\$ Change	% Change
Income				
4100-00 · Convention Income				
4120-00 · Registration	9,530.80	19,577.68	-10,046.88	-51.32%
4130-00 · Sponsorship	1,000.00	2,100.00	-1,100.00	-52.38%
4140-00 · Vendor	1,350.00	3,587.50	-2,237.50	-62.37%
Total 4100-00 · Convention Income	11,880.80	25,265.18	-13,384.38	-52.98%
4400-00 · Other Income	440.95	1,243.30	-802.35	-64.53%
4810-00 · Interest Earned	0.98	5.58	-4.60	-82.44%
Total Income	12,322.73	26,514.06	-14,191.33	-53.52%
Gross Profit	12,322.73	26,514.06	-14,191.33	-53.52%
Expense				
5000-00 · Payroll Expenses				
5020-00 · Payroll Fees	178.00	178.00	0.00	0.0%
5030-00 · FICA	929.83	919.91	9.92	1.08%
5040-00 · MainePERS Contributions	730.79	713.10	17.69	2.48%
5050-00 · Salary-Office Manager	4,744.40	4,610.65	133.75	2.9%
5060-00 · Salary-Executive Director	7,600.00	7,600.00	0.00	0.0%
Total 5000-00 · Payroll Expenses	14,183.02	14,021.66	161.36	1.15%
5100-00 · Insurance				
5110-00 · Health Insurance	977.37	939.79	37.58	4.0%
5120-00 · Commercial, Crime, D&O Ins	57.12	56.87	0.25	0.44%
5130-00 · Workers Comp	45.00	0.00	45.00	100.0%
Total 5100-00 · Insurance	1,079.49	996.66	82.83	8.31%
6040-00 · NACO Expenses				
6041-00 · Conferences	0.00	1,645.44	-1,645.44	-100.0%
Total 6040-00 · NACO Expenses	0.00	1,645.44	-1,645.44	-100.0%
6110-00 · Convention Expense				
6113-00 · Entertainment/Speakers	0.00	2,500.00	-2,500.00	-100.0%
6114-00 · MCCA Staff Registration Expense	485.00	574.00	-89.00	-15.51%
6118-00 · Meeting Exp.	500.00	1,450.00	-950.00	-65.52%
Total 6110-00 · Convention Expense	985.00	4,524.00	-3,539.00	-78.23%
6150-00 · Equipment - Office				
6151-00 · Computer Hardware & Software	159.00	0.00	159.00	100.0%
6152-00 · IT Services	137.00	125.00	12.00	9.6%
6153-00 · Photocopier Lease	296.75	288.80	7.95	2.75%
Total 6150-00 · Equipment - Office	592.75	413.80	178.95	43.25%
6170-00 · Meeting Expense				
6173-00 · Monthly	351.00	312.33	38.67	12.38%
Total 6170-00 · Meeting Expense	351.00	312.33	38.67	12.38%
6180-00 · Mileage & Travel Expense	39.57	410.43	-370.86	-90.36%
6195-00 · Office Space Rental	2,994.34	1,497.17	1,497.17	100.0%
6235-00 · Supplies	0.00	37.70	-37.70	-100.0%
6240-00 · Telephone, Fax & Internet				
6241-00 · Cell Phone	675.00	75.00	600.00	800.0%
6243-00 · Phone, Fax & Internet	179.69	168.77	10.92	6.47%
Total 6240-00 · Telephone, Fax & Internet	854.69	243.77	610.92	250.61%
Total Expense	21,079.86	24,102.96	-3,023.10	-12.54%
Net Income	-8,757.13	2,411.10	-11,168.23	-463.2%

M.C.C.A.

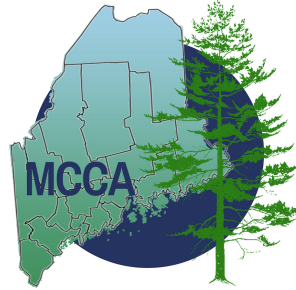
Thomas Coward, President
Cumberland County

Amy Fowler, Vice President
Waldo County

William Blodgett, Secretary-Treasurer
Lincoln 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

10:00 am Friday, September 13, 2019

Attendance: Abby Shanor, Barbara Arseneau, Diana Messina, Lynn Patten, Mariah Castonguay, Nicole Hubbard, Owen Smith, and Lauren Haven

Convention Planning Updates

Participants: The convention attendee spreadsheet had been filled with all attendees except the speakers. This will be accomplished by end of day for meal count reporting to the venue. Attendance is now expected to be on the low side with approximately 175 people although a few more may register in the next week.

Sessions: All educational session speakers have long since been confirmed, but we have a couple of changes. The ICMA representative will not be Brenda Cota. She has requested Territory Manager, Mark Lasyone to attend in her place and he has graciously agreed to be on the retirement option panel for the Saturday morning. Secondly, NACo Membership Manager John Losh will not be speaking, but rather Jayant Kairam. The Executive Committee requested his talk be about Smart Justice and the Stepping Up Initiative. That is scheduled for Saturday lunch.

Program: We had several designs submitted to be considered for this year's program cover. Committee members voted online and selected the design (number 3) we will be using. We are now in the process of collecting bios, pictures, descriptions, etc. for speakers for the program. We also need all vendor logos and paid advertisements, the letter from the MCCA President

and more. Once we have a draft of the program, Barbara Arseneau has agreed to help make final revisions before printing a few days before the conference.

Vendors: As stated in an email memo between meetings, we have exceeded our goal for vendors, sponsors and advertisers for the conference. Hurray! This will help us pay for the audio/visual cost, the bus transportation and other additional or unexpected expenses we incur during the course of the event.

Games: The group discussed the Saturday night games. We're still working out the details, but it should be a fun variety of activities followed by the, "make your own s'mores' desert.

Scavenger Hunt. This is expected to be a great compliment to the Saturday afternoon activities. Fortunately the team organizing this (Judy Nealley and Carl Emrich) has done it before. Clues will be left at designated positions on the grounds with tickets participants can collect. Everyone who completes the journey and collects all the tickets will go into a special drawing for a prize which will be given out at dinner. Machias Savings Bank is providing the prize which may be a gift card or basket.

Event Schedule: The rooms have been chosen for the sessions and meetings and the spreadsheet has been updated. Gerry has this information and we should only have minor tweaks between now and the convention.

Golf: Lauren has coordinated payment for the golf outing. They will call after attendees have checked in and she'll either pay over the phone or bring the card to the establishment.

Supplies: Lauren has ordered supplies for the convention program and badges.

Attendee Bags: We have a list of items for the bags, but it still seems a little lacking. Committee members agreed to each try to come up with one more item to include.

Next Meeting: Everything is set for the 2020 convention at Sunday River and we won't have final numbers for this convention until the end of October. Therefore, the group decided to reconvene in November to start planning the next event.

Meeting at the Convention. This was the last CPC meeting before the convention! Committee members decided to meet at Hedges Hall on Thursday afternoon. Lauren plans to be on site around noon provided there are no complications. Vendors will be arriving to set up. Whoever is on hand will help fill the attendee bags sometime in the afternoon, set up the check in stations, put up the signs, assemble the MCCA display, hang the banner, and put the badges together.