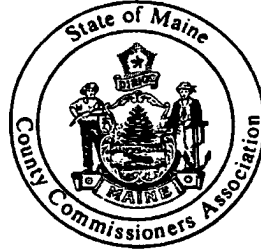


M.C.C.A.

Steven Joy, President
Hancock County

Gary McGrane, Vice President
Franklin County

Roger Moody, Secretary-Treasurer
Knox County



Rosemary Kulow
Executive Director

Lauren Haven
Administrative Assistant

4 Gabriel Drive, Suite 2
Augusta, ME 04330
207-623-4697
www.maine counties.org

MCCA Annual Meeting Agenda 10:00 a.m., January 8, 2014

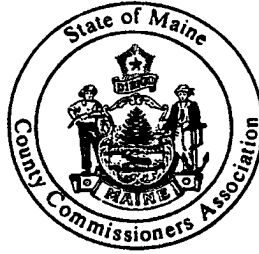
- I. **Call to Order, Introductions and Attendance**
- II. **Pledge of Allegiance**
- III. **Approval of/Additions to the Agenda**
- IV. **Approval of December 11, 2013 Meeting Minutes**
- V. **Designate Directors from Each County**
 - A. County Commissioners
 - B. Association Representatives
- VI. **Appoint Nominating Committee**
- VII. **Nominate & Elect MCCA Officers**
- VIII. **Approval of Bylaws**
- IX. **Approval of 2013 Budget Line Item Transfers**
- X. **Approval of 2014 Budget**
- XI. **Reports**
 - A. Corrections Commission Report – *David Flannigan*
 - B. Executive Director's & Financial Reports – *Rosemary Kulow*
 - C. Legislative Report – *Bill Whitten & Rosemary Kulow*
 - D. Association Reports
 - E. Corrections Report – *Mark Westrum*
 - F. Annual Convention Report – *York County*
 - G. NACo Report – *Peter Baldacci*
- XII. **Other Business**
- XIII. **Adjournment**

M.C.C.A.

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Rosemary Kulow
Executive Director

Lauren Haven
Administrative Assistant

Board of Directors' Meeting Minutes December 11, 2013

I. Call to Order, Introductions and Attendance

President Steve Joy called the meeting to order at 10:45 a.m., and everyone introduced themselves.

DIRECTORS PRESENT: Androscoggin – Commissioner Beth Bell, proxy for Commissioner Randall Greenwood; Aroostook – Commissioner Norman Fournier; Cumberland – Commissioner Thomas Coward; Franklin – Commissioner Gary McGrane; Hancock – Commissioner Steven Joy; Kennebec – Administrator Robert Devlin, proxy for Commissioner George Jabar II; Knox – Commissioner Roger Moody; Lincoln – Commissioner William Blodgett; Oxford – Administrator Scott Cole, proxy for Commissioner Steve Merrill; Penobscot – Commissioner Peter Baldacci; Piscataquis – Marilyn Tourtelotte, proxy for Commissioner James Annis; Sagadahoc – Administrator Pamela Hile, proxy for Commissioner Charles Crosby; Somerset – Commissioner Lynda Quinn; Waldo – Commissioner Amy Fowler; Washington – County Manager Betsy Fitzgerald, proxy for Commissioner Chris Gardner; York – County Manager Greg Zinser, proxy for Commissioner Sallie Chandler; MACCAM – Administrator Bill Collins; MRDA – Pamela Lovley; MARP – Kathleen Ayers; MSA – Sheriff Todd Brackett; MACT – David Parkman; MECCA – Owen Smith; and MCAA – Mark Westrum

OTHERS PRESENT: Cumberland - Assistant Manager Bill Whitten; Knox - Administrator Andrew Hart; Lincoln - Administrator John O'Connell, and Somerset - Administrator Dawn DiBlasi

STAFF PRESENT: Rosemary Kulow, Executive Director; Malcolm Ulmer, Risk Pool Manager; and Lauren Haven, Administrative Assistant

II. Pledge of Allegiance

The group said the Pledge of Allegiance to the Flag.

III. Approval of the Agenda/Additions

The agenda was approved as presented.

IV. Approval of November 13, 2013 Meeting Minutes

Comm. Fournier *moved* and Comm. McGrane *seconded* approval of the November 13, 2013 minutes. The motion was *approved* unanimously.

V. Old Business

A. Approval of Revised Bylaws for Presentation at Annual Meeting

Comm. Fournier commented that a few minor corrections were suggested by Mgr. Fitzgerald. The final draft was presented to the Board of Directors. Comm. Bill Blodgett *moved* to approve the bylaw changes, *seconded* by Comm. Amy Fowler. The vote *passed* with one opposed. The amended bylaws will be circulated to all members for a vote at the January Annual Meeting.

B. Approval of 2014 MCCA Budget for Presentation at Annual Meeting

Executive Director Rosemary Kulow explained the 2014 budget proposal. Comm. Peter Baldacci *moved* to approve the budget as proposed. Comm. Fournier *seconded* the motion and the vote *passed* unanimously. The budget will be presented to the full membership at the January 8th annual meeting.

C. Discussion of Corrections Commission's Recommendations and Report

Corrections Commission Chief of Staff, Bill Whitten, described the conversations that took place at meetings leading up to the acceptance of the report. There were some who felt the number of the members on the Board of Corrections should be changed. That suggestion was defeated with a vote at the December 6th meeting. The outcome of the final meeting culminated with a unanimous vote to accept the report with some changes to be finalized through email before submitting the report to the Criminal Justice Committee. The December 4th deadline for submission had been granted an extension.

There was some discussion about the position MCCA should take and what improvements, if any, would be realized as a result of the report. Comm. Fournier ended the discussion calling it an, "excellent report" and by expressing gratitude to those who spent an exorbitant amount of time and energy working on this project.

VI. New Business

A. Consideration of Proposed Position Statement on LD 211 – An Act to Amend the Laws Governing the Limitation of County Assessments.

Oxford Administrator Scott Cole explained the proposed legislation. The bill changes the definition of "property growth factor" and the formula using state valuation data rather than municipal reporting based on the assessed valuation of real and personal property. President Steve Joy called a straw vote whether to support LD 211. The vote *avored* keeping the status quo until a better formula was proposed. Executive Director Rosemary Kulow was asked to document MCCA's position to that effect.

VII. Reports

A. Executive Director's Report

Subjects mentioned were as follows:

- MCCA 2014 Directors
- Logo Contest
- Legislative Mandates Working Group
- MCCA Newsletter

- MCCA Website
- Annual Meeting
- Rosemary's Vacation
- Meetings/Events since November 13, 2013 BOD Meeting
- Upcoming Planned Meetings/Events

Executive Director Rosemary Kulow proposed that in order to achieve cleaner accounting practices the two bank accounts, the Convention Account and the MCCA general fund should be consolidated. President Steve Joy ***moved*** to approve the said consolidation, *seconded* by Secretary-Treasurer Roger Moody and the vote *passed* to approve this change. Comm. Roger Moody stated that he was in agreement with the line items on the financial report. He also noted that in light of the Executive Director's thorough written financial analysis and explanations each month, he didn't feel it was necessary to expound further with a separate, verbal Treasurer's Report during monthly MCCA meetings.

B. Legislative Platform Report

No report was received at the meeting.

C. Association Reports

- Maine Sheriffs' Association representative, Todd Brackett, announced the annual meeting January 15th and 16th at the Holiday Inn by the Bay where there will be trainings offered on the challenges of medical marijuana, civil process, and the legal aspects of corrections. There will a vendor show and a special guest speaker, Janine Driver of the Body Language Institute who will be making a presentation. The conference will end with an awards banquet and ceremony on the 16th. People can register at the MSA website. The MCCA website has a link to the page as well.
- Maine Association of County Treasurers – David Parkman mentioned the illness of one of the County Treasurers.
- Maine Association of Registers of Probate, Kathleen Ayers stated that their association elected Joanne Carpenter as their President. Secondly, an association clerk was recently training people in new technology.
- MACCAM, Bill Collins, mentioned the association elected Betsy Fitzgerald as their President.
- Maine Register of Deeds Association, Pam Lovley, explained that revenue had increased in November in comparison to the last November due to the law change.
- MECCA Owen Smith spoke about training involving three sites that was provided by the Risk Pool. In the upcoming months NextGen 911 will be a required training for all staff to be completed by the fall of 2014. These trainings are being scheduled at this time.
- MCAA Mark Westrum talked about DSI phone services and the potential loss in revenue due to a fee cap being imposed. This came about after a class action law suit involving the FCC on the basis that inmate phone call charges should be more closely controlled.

D. Board of Corrections Report

Mark Westrum explained funding and budgeting challenges saying they need to vote on a fiscal year budget and then submit a supplemental request with the understanding they will only get funded on the 2013 level in 2014. It's important to establish a growth rate for future budgeting.

E. Annual Convention Report

Greg Zinser explained that they have a contract for rooms for which a deposit is expected. They are hoping to bring in a prominent speaker. Last year the Governor spoke.

F. NACo Report

Commissioner Peter Baldacci mentioned NACo has a winter meeting scheduled, but he does not plan to attend.

VIII. Other Business

No other business was brought before the board.

IX. Adjournment

Motion for adjournment was made by Comm. Amy Fowler, *seconded* by Comm. Gary McGrane, and approved unanimously at 12:15 p.m. The group adjourned to lunch.

Respectfully submitted,

Lauren Haven, Administrative Assistant

Date: _____

Attested:

Roger Moody, Secretary

Date: _____

M.C.C.A.

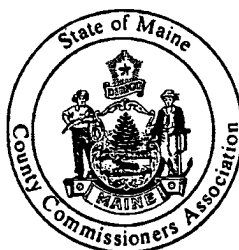
MAINE COUNTY COMMISSIONERS ASSOCIATION

Steven Joy, President
Hancock County

Gary McGrane, Vice President
Franklin County

Roger Moody, Secretary-Treasurer
Knox County

Vacant Position, Interim Executive Director



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

www.mainecounties.org

MCCA Annual Meeting Minutes

January 9, 2013
Augusta Elks Lodge
397 Civic Center Drive
Augusta, Maine

Attendees:

DIRECTORS: Randall Greenwood of Androscoggin; Norman Fournier of Aroostook; Tom Coward of Cumberland; Gary T. McGrane of Franklin; Steven Joy of Hancock; George Jabar of Kennebec; Roger Moody of Knox; William Blodgett of Lincoln; Peter K. Baldacci of Penobscot; James D. Annis of Piscataquis; Fred Trask of Piscataquis; Charles E. Crosby of Sagadahoc; Robin Frost of Somerset; Amy Fowler of Waldo; Chris Gardner of Washington; Sallie Chandler of York

OTHER COMMISSIONERS: Beth Bell of Androscoggin; Fred Hardy of Franklin; Percy Joe Brown of Hancock; Nancy Rines of Kennebec; Steve Merrill of Oxford; Tom Davis of Penobscot County; Phil Roy of Somerset; Lynda Quinn of Somerset; Michael Cote of York

COUNTY MANAGERS/ADMINISTRATORS: Bill Whitten of Cumberland; Peter Crichton of Cumberland; Bob Devlin of Kennebec; Andrew Hart of Knox; Bill Collins of Penobscot; Pam Hile of Sagadahoc; Earla Haggerty of Somerset; Betsy Fitzgerald of Washington; Scott Cole of Oxford; Patricia Fournier of Androscoggin; Greg Zinser of York

OTHER PARTICIPANTS: Kennebec County Register of Probate, Kathleen Ayers; Sheriff Randy Liberty of Kennebec; Lobbyist Bill Whitten of Cumberland; Owen Smith of the Maine Emergency County Communications Association; John W. O'Connell of the Maine Association of County Clerks; Ruby Hardy of Franklin; Arnie Chandler of York County

STAFF: Risk Pool Manager Malcolm Ulmer and Administrative Assistant Alice Schlosser

1. Introductions – MCCA President and Waldo County Commissioner Amy R. Fowler

- MCCA President Amy Fowler called the meeting to order.

2. Approval of Agenda

- A motion was made to approve the agenda by Phil Roy.
- The motion was seconded by Randall Greenwood.
- The vote was unanimous.

3. Approval of Minutes of December 12, 2012 Meeting

- A motion was made to approve the agenda by Christopher Gardner.
- The motion was seconded by Randall Greenwood
- All were in favor of the motion.

4. Designation of Directors from Each County

- MCCA President Amy Fowler announced the names of designated directors.
- **Commissioners:**
 - Androscoggin – Randall Greenwood
 - Aroostook – Norman Fournier
 - Cumberland - Tim Coward
 - Franklin - Gary McGrane
 - Hancock - Steven Joy
 - Kennebec - George Jabar
 - Knox - Roger Moody
 - Lincoln – William Blodgett
 - Oxford - Steve Merrill
 - Penobscot - Peter Baldacci
 - Piscataquis – James Annis
 - Sagadahoc – Charles Crosby
 - Somerset - Lynda Quinn
 - Waldo – Amy Fowler
 - Washington – Christopher Gardner
 - York - Sallie Chandler
- **Associations:**
 - Maine Association of Registers of Probate - Kathleen Ayer, Kennebec County
 - Maine Emergency County Communications Association - Owen Smith, Waldo County
 - Maine Sheriff's Association – Sheriff Randall Liberty, Kennebec County
 - Maine Association of County Treasurers – David Parkman, Waldo County
 - Maine Register of Deeds Association - Susan Black, Franklin County
 - Maine Correctional Administrators Association – Mark Westrum, Sagadahoc County
 - Emergency Management Agency Directors Association– Vernon Ouellette, Aroostook County
 - Maine County Clerks, Administrators and Managers Association - Bill Collins, Penobscot County

5. Appointment of Nominating Committee Pursuant to By-laws(Article IV, section 2)

- The nominating committee members are: Peter Baldacci, Christopher Gardner and Steve Merrill.
- The committee members caucused to determine the new nominees.

6. Nomination and Election of MCCA Officers

- The committee Chair, Peter Baldacci, proposed the following slate of MCCA Officers:
 - President - Steven Joy from Hancock
 - Vice President – Gary McGrane from Franklin
 - Secretary/Treasurer – Roger Moody from Knox
 - A motion to elect the officers was made by Charles Crosby.
 - Seconded by Norman Fournier.
 - The vote was unanimous.

- Chair Peter Baldacci discussed looking at the nomination and election process in a year to give the opportunity for more input for the selection of the entry positions to make sure everyone is aware of the opportunities.
- Newly elected President Steve Joy spoke on the on the following MCCA updates:
 - All members thanked Amy Fowler for her two of service as MCCA President.
 - MCCA has hired Alice Schlosser for the Administrative Assistant position and she started on January 7, 2013.
 - The Executive Director position is being advertised in local newspapers and is posted on the MCCA website.
 - He asked who is going to be on the interview panel for reviewing resumes and selecting the Executive Director?
- Steve Joy suggested creating a policy review committee the bylaws and bring them up to date.

7. New/Old Business

- RHR Smith Inc. Audit Update - Ron Smith gave an update on the MCCA audit after leaving Howe and Cahill.
- Ron talked about the following:
 - Redo the bylaws.
 - Do an audit every two years.
 - Intergovernmental agreement – birth of the Risk Pool- Ron will meet with Malcolm and learn more about the relationship to MCCA
 - He found no evidence of fraud.
 - He wants to meet next month with MCCA to look at finances and create a process for dollars to MCCA from Risk Pool and give an update.
 - He was surprised MCCA is organized as a non-profit and did not go to a 501c3. If it's the wishes to go that route Ron will help to get this done. If we are a 501c3 – we can apply for grants.
 - The audit is completed.
 - Ron said he can talk with Bob Howe's group and work with smaller groups to access the institutional knowledge.
- **Update on Ad Hoc Nominating Committee meeting of 12-19-12 – Penobscot County Commissioner Peter Baldacci**
 - December 19, 2012 Christopher Gardner, Bill Blodgett, Pam Nile, Randall Greenwood and Peter Baldacci met and revised job description.
 - The deadline for applications is Monday, January 21, 2013.
 - We can move forward with the current interview committee members and have this group review applications and interview applicants.
 - It was suggested the nominating committee review the applications and make recommendations. We can meet again for criteria and determine the questions for the interviews.
 - A motion was made by Gary McGrane to move forward with the search and interview team.
 - A second motion was made by Roger Moody.
 - The vote was unanimous.

- **Update on 2013 MCCA Budget Committee meeting of 12-19-12– Knox County Commissioner Roger Moody**
 - The budget committee members are Roger Moody, Steve Joy, and Peter Crichton and Bill Collins.
 - It was recommended by Roger Moody to keep the budget for 2013 the same as 2012.
 - He also noted the dues are unchanged for 2013.
 - We are in a state of transition our costs were buried in the Howe and Cahill account.
 - Risk Pool assessment of \$59,216 is transferred from fund balance to offset what risk pool paid in 2012.
 - It was discussed to reserve some flexibility for managing the funds from a firm to ourselves.
 - Roger Moody stated we should do it cheaper than Howe and Cahill. We do not want to see an increase in taxes and pass it on to the taxpayers of each county.
 - Roger Moody likes Ron Smith's idea to create a financial committee for dealing with audits and analytical tasks.
 - Any discussion on legal separation of MCCA and Risk Pool can wait to hear from Ron Smith.
 - The lobbying money (\$35,000) is in the budget if we need it. Bill Whitten is handling the lobbying as a volunteer courtesy of Cumberland.
 - It was brought up that the health insurance figure was high.
 - Steve Joy said the budget is setup for a two family health care coverage that includes the Administrative Assistant position and the Executive Director position should we need it.
 - Roger Moody noted we are looking to replace carpet.
 - The motion was made by Phil Roy to accept the budget.
 - The second motion was made by Chris Gardner.
 - Gary McGrane added it's a good budget to start with and nothing is set in stone.
 - The vote was all in favor and three opposed.
 - The three opposed were: Amy Fowler, Christopher Gardner and Steve Merrill

8. Update on MCCA Legislative Platform - Assistant Cumberland County Manager Bill Whitten

- Bill has met with many of the legislators who understand county government to discuss MCCA's upcoming legislation.
- We have three bills for this session and have submitted two of them.
- **An Act to Provide Funding to the State Board of Corrections for Certain County Debt:**
 - Mark Dion is the bill sponsor. Senator Stan Gerzofsky is working with the Department of Corrections and he doesn't think we will get more money.
- **An Act to Change Document Filing Fees for County Registries of Deeds:**
 - This bill is sponsored by Senator Morrison.
 - The bill will increase the filing fee by \$6.00 for the first page state-wide.
 - There was discussion on why the bill failed last year.
 - All the County Commissioners agreed with the \$6.00 fee increase.
 - Steven Joy noted that we pay the Registry of Deeds for holding documents not for copying.

- **An Act to Ensure Public Safety Through Adequate Funding for the E-9-1-1 System.**
 - Bill Whitten spoke to Representative Barry Hobbins and Representative Charles Theriault and they advised against submitting this bill.
 - Bill's recommendation is to pull or kill the bill.
 - The motion was made by Amy Fowler to kill the bill.
 - The motion was seconded by Chris Gardner
 - The motion passed unanimously.
 - **Do we want Bill Whitten to do the lobbying for MCCA?**
 - Steve Joy stated at present we do not have a lobbyist and we should ask Bill to lobby for MCCA
 - There was discussion to develop a legislative committee
 - The members of the legislative committee are: Amy Fowler, Chris Gardner, Peter Baldacci, Bill Blodgett, Scott Cole, Pam Hile, Sheriff Randy Liberty, Charles Crosby, Bill Whitten, Steve Joy, Gary McGrane and Roger Moody.
 - Bill Whitten will work with Alice to get legislative information to MCCA members.
- 9. Update on 2013 Annual Convention of Maine Counties – Franklin County Treasurer Mary Frank**
- Mary Frank, the Chair of the committee was unable to attend and Fred Hardy spoke on her behalf.
 - Mary has reserved a block of rooms. Fred encouraged members to contact Sugarloaf Hotel to reserve a room for the conference.
 - Alice will be attending the upcoming meeting on Wednesday, January 16 and will update the MCCA members or they can contact Mary Frank.
- 10. Board of Corrections/Corrections Workgroup update – Mark Westrum and Michael Tausek**
- The Directors had an on-going discussion on about where do we go with the BOC and the future of our jails.
- 11. LURC update – Aroostook County Commissioner Norman Fournier**
- They met in Machias and have solicited proposal from 3 counties Washington, Aroostook and Piscataquis.
 - Norman Fournier said once notified each county has 90 days to fill its slot on the LUPC Board.
- 12. PSAP Update – Waldo County Communications Director Owen Smith**
- The 911 bureau will not push laws for fire protocols.
- 13. Association Reports**
- **MACCAM** will offer to help with transition initiatives at MCCA.
 - Two initiatives to tackle are education and the legislative policy committee.
- 14. Treasurer's Report – Franklin County Commissioner Gary McGrane,**
- The 2012 budget was outlined and summited with the 2013 budget.
 - All were in favor.

15. Right to Know Advisory Committee Report – Hancock County Commissioner Joe Brown

- Joe Brown has a six page report and asked Alice Schlosser to send the link out.

16. NACO Report – Penobscot County Commissioner Peter Baldacci

- There is a legislative conference in DC on March 2, 2013. Peter will report back after that.

17. By-Laws Change - Composition of MCCA Board

- Steve Joy of Hancock suggested we dedicate a meeting to update the bylaws in February or March.
 - We can continue with a 24 member board or go back to a 16 member board.
 - The by-laws were last updated in the 80's.
 - It's in the bylaws now to notify all commissioners 20 days in advance in case a vote is needed.
 - Norm Fournier is appointed as Chair of the Policy Review Committee
 - Nancy Rines and Roger Moody volunteered to be on the committee.
 - Norm Fourier will work with Betsy Fitzgerald and Roger Moody on bylaws to expand or delete items before the Policy Review Committee meets.
 - There was some discussion on who can vote on the by-law updates
 - Under the current by-laws only the delegates from each county can vote.
- Joe Brown said there is a commissioner's seat on the 911 council.
 - Joe made a motion to nominate Amy Fowler saying she is well versed on these issues.
 - The motion was seconded by Lynda Quinn.
 - The vote was unanimous.
 - Gary McGrane recognized Joe Brown's motion and the second and the members' vote and suggested that we adhere to our nomination process before taking a vote.
 - Joe Brown did not withdraw his nomination.

18. Adjournment

- The motion to adjourn was at 12:00 - Steve Joy made a motion to adjourn the motion was seconded by Amy Fowler, the motion was unanimous.

**Maine County Commissioners Association
2014 Directors**

1. Androscoggin Commissioner Beth Bell
2. Aroostook Commissioner Norman Fournier
3. Cumberland Commissioner Thomas Coward, with Bill Whitten as proxy
4. Franklin Commissioner Gary McGrane
5. Hancock Commissioner Steve Joy
6. Kennebec Commissioner George Jabar, III
7. Knox Commissioner Roger Moody
8. Lincoln Commissioner William Blodgett
9. Oxford Commissioner Steven Merrill
10. Penobscot Commissioner Peter Baldacci, with Bill Collins as proxy
11. Piscataquis Commissioner James Annis
12. Sagadahoc Commissioner Charles Crosby
13. Somerset Commissioner Robin Frost
14. Waldo Commissioner Amy Fowler
15. Washington Commissioner Christopher Gardner
16. York Commissioner Sallie Chandler
17. Maine Assn of **Clerks, County Mgrs, & Admins** (MACCAM) Bill Collins, Proxy Andy Hart
18. Maine **Correctional Administrators** Assn (MCAA) Mark Westrum
19. Maine **Emergency County Communications** Assn (MECCA) Owen Smith
20. **Emergency Management** Agency Directors (EMAD) Richard Beausoleil
21. Maine **Registers of Deeds** Assn (MRDA) Linda Smith
22. Maine Assn of **Registers of Probate** (MARP) Kathy Ayers
23. Maine **Sheriffs** Assn (MSA) Sheriff Todd Brackett
24. Maine Assn of County **Treasurers** (MACT)

MCCA PROPOSED BYLAW CHANGE SUMMARY

December 11, 2013

Article I, Name and Purpose:

- Section 1: Technical change to allow the abbreviation of Maine County Commissioners Association to “Association” in Bylaws.
- Section 2: Six broad, more comprehensive and current core functions of MCCA are identified, to replace the previous four core functions.

Article II, Membership:

- No Changes.

Article III, Organization:

- Section 1: The State Statute establishing MCCA as a nonprofit eligible to receive federal grants or contributions is referenced (Title 30-A, Section 909 MRSA). The option for also incorporating MCCA as a 501c_ nonprofit was considered and found unnecessary.
- Section 2, Board of Directors; Section 3, Officers; Section 4, Officers and Board Authority; and Section 5, Staff: All unchanged.
- Section 6: No Standing Committees were identified in prior Bylaws, and five Standing Committees are now listed: Executive Committee, Budget and Finance Committee, Legislative Policy Steering Committee, Nominating Committee, and Convention Planning Committee. The last three listed have existed for many years as Ad Hoc Committees, but were never specifically identified in the Bylaws. The Executive Committee is new, and is empowered to transact routine and ordinary business between Directors’ Meetings. It must report on any action taken at the next Director’s Meeting. It also serves as the Personnel Committee. The Budget and Finance Committee is also new, and is recommended because as of July 1, 2012 the MCCA Board now prepares and adopts its own line-item budget and has its own employees.
- Section 7, Ad hoc Committees: Unchanged.

Article IV, Elections and Terms of Office:

- Only changes are to clarify the Officer Nominating Committee, which functions only at the annual membership meeting (Section 2), and to limit the Association’s officers to serving no more than two consecutive terms in any particular office (Section 3).

Article V, Meetings:

- In Section 1 the text which limits voting to Counties which have paid their Association dues has been wordsmithed to make it less wordy.

- In Section 2, Director's meetings continue to require a quorum of nine Commissioners, but the requirement that four Association directors also be present for calculating a quorum is eliminated. The reason is that at some MCCA meetings there have been fewer than four Association members present, and under the current Bylaws a quorum would not be reached and business could not be transacted. Ultimately the core of the organization is still to be an entity composed of County Commissioners so the quorum requirement counts Commissioners only.

Directors' meeting agendas are to be submitted through email or U.S. Mail.

- Section 3 clarifies that Association Directors must designate their proxy in writing, the same as Commissioner Directors do.
- Section 5 adds email as a means of distributing meeting minutes

Article VI Finances:

- Section 1 is revised to establish a process for the new Budget and Finance Committee to prepare an annual operating budget for MCCA Board approval in December, before it goes to the Annual Membership Meeting in January.
- Section 3 requires an annual audit every 2 years, and permits the option of a "review" to be conducted in the opposite years.

Article VII Indemnification of Directors and Officers:

- New Article, which requires MCCA to indemnify every Board member and Officer. This is good business practice and protection for volunteer Board members and Officers, and is a common provision in most County Associations in the U.S.

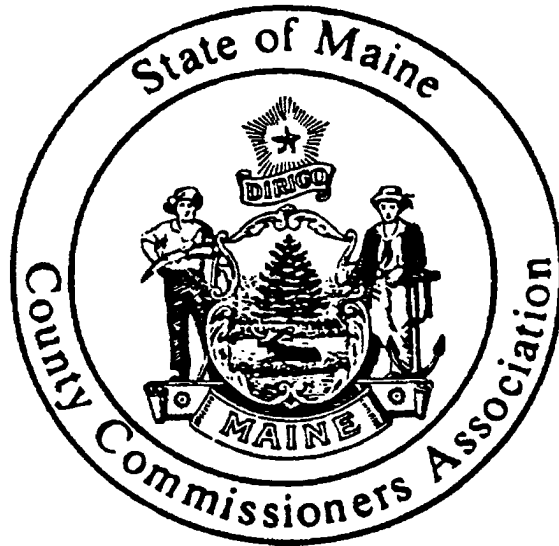
Article VIII Amendments:

- Change in Section 1 clarifies the process for amending the Bylaws by allowing only Commissioners to vote at "membership" meetings. It also clarifies the notification process.

Article X, Seal

- No change.

Prepared by Roger Moody and Norm Fournier of the MCCA Board of Directors.



**MAINE
COUNTY
COMMISSIONERS
ASSOCIATION

BY-LAWS**

Draft December 18, 2013

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ARTICLE I. NAME AND PURPOSE

Name	<u>Section 1.</u> The name of this organization shall be Maine County Commissioners Association, Inc., hereinafter called the “Association”.
Purpose	<p><u>Section 2.</u> This Association shall be a nonpartisan organization serving Maine County Government, whose core functions are:</p> <ol style="list-style-type: none">To strengthen the role of county government in Maine by maintaining a comprehensive and robust advocacy role in the state and federal legislative, administrative and regulatory process.To enhance management of county government by providing quality member services for all Maine counties.To provide programming, services, information and education that supports members in meeting public expectations for comprehensive, effective and efficient service delivery.To promote public awareness of the vital role of county government.To promote cohesiveness among the counties and facilitate and promote interaction among internal and external groups who have interests or programs that impact county government.To ensure professionalism and sound business practices in the management of the Association. <p><u>Section 3.</u> The means of achieving this purpose will be by carrying out a comprehensive program in the areas of planning and research, publications, legislation and uniform administration for county government.</p>

ARTICLE II. MEMBERSHIP

Eligibility	<u>Section 1.</u> Membership shall be open to each of the sixteen counties in the State of Maine.
-------------	---

Active Members

Section 2. Active membership shall include all counties whose current dues are paid, or which are not more than three months in arrears.

ARTICLE III. ORGANIZATION

Authority under State
Statute

Section 1. The Association is recognized in Title 30-A, Section 909 MRSA as a County Advisory Organization, and a nonprofit eligible to receive federal grants or contributions.

Board of Directors

Section 2. The Association shall have a Board of Directors made up of the following:

- a. One County Commissioner from each member county who shall be elected in accordance with Article IV, Section 1 of these By-laws, and
- b. One representative from each of the following organizations, chosen by those organizations, and whose names are submitted to the Board of Directors at least two weeks before the annual meeting:
 - Maine Association of County Clerks, Administrators and Managers
 - Maine Association of County Treasurers
 - Maine Sheriffs Association
 - Emergency Management Agency Directors Association
 - Maine Registry of Deeds Association
 - Maine Jail Association
 - Maine Association of Registers of Probate
 - Maine Emergency Communications Directors Association

Officers

Section 3. The officers of this Association shall consist of a President, a Vice President, and a Secretary-Treasurer, who shall be elected from among the members of the Board of Directors.

- a. The President shall preside over all meetings and be a responsible ex-officio member of all committees. He/She shall execute any contract entered into by the Association and shall have the general powers of supervision and management usually vested in the president of a corporation under the laws of the State of Maine. She/He shall see that all orders and resolutions of the Association are carried into effect.

- b. The Vice President shall perform the functions and the duties of the President in the absence or disability of the President.
- c. The Secretary-Treasurer shall perform the functions and duties of the President in the absence of the President and Vice President and shall insure that a full and accurate account of the receipts and disbursements of the Association is kept and that a full record of proceedings is kept.

Officers and
Board Authority

Section 4. The officers and Board of Directors shall have control and management of this Association between membership meetings, shall hold and manage all property of this Association and shall be empowered to employ an Executive Director.

Staff

Section 5. An Executive Director shall manage the affairs of the Association under the direction of the officers and directors and on such terms and at such a salary as they may from time to time prescribe. The Executive Director with the approval of the officers may employ and terminate such employees as are necessary to transact the business of the Association, provided such employment is within the budget limits of the Association. The Executive Director shall be Clerk of the Corporation.

Standing Committees

Section 6.

- a. Executive Committee. The Executive Committee shall be composed of the Officers of the Association and the immediate Past President, and is chaired by the President. The Executive Committee shall transact routine and ordinary business between Directors' Meetings and report on any action taken at the next Directors' Meeting. It shall interview candidates for position of Executive Director and recommend selection to the full Board. The Executive Committee periodically reviews the performance of the Executive Director.
- b. Budget and Finance Committee. The President shall annually appoint a Budget and Finance Committee composed of the Secretary-Treasurer and four Board members. The President may appoint additional members as necessary. The Budget and Finance Committee, with the assistance of the Executive Director, shall prepare an annual proposed budget for presentation to the Board at its December meeting.

- c. Legislative Policy Steering Committee. The Legislative Policy Committee shall be composed of those who participate in the weekly legislative conference calls.
- d. Nominating Committee. The President shall annually appoint a five-member Nominating Committee composed of Board members. The Nominating Committee shall solicit and review applicants for the various State entities requiring or seeking County representation, and propose nominees to the Board of Directors for approval. The President may appoint additional members as necessary.
- e. Convention Planning Committee. The President shall annually appoint a Convention Planning Committee composed of two representatives from the host County and three other MCCA representatives. The President may appoint additional members as necessary.

Ad Hoc Committees

Section 7. The President shall appoint such ad hoc committees or special committees from time to time as the President or the Board of Directors deem necessary for the proper conduct of the affairs of this Association. No committee so appointed shall be authorized to create any financial liability unless it first has been approved as to its purpose and amount by the Board of Directors.

ARTICLE IV. ELECTIONS AND TERMS OF OFFICE

Board of Directors

Section 1. The Executive Director shall notify each County Commissioner and the President of each Association named in Article III, Section 3 by December 1 of each year to caucus and elect a Director for the coming year from that county or that particular Association. The Chairman of the Board of County Commissioners of each county and the President from each Association shall inform the Executive Director of the Board's nominee at least two weeks before the annual meeting. The Executive Director will advise all County Commissioners and the President from each Association of the entire list of proposed Directors at least one week before the annual meeting.

Officers and Nomination

Section 2. Immediately following the election of the Board of Directors at the annual membership meeting, an Officer Nominating Committee of three Directors, appointed by the President, shall caucus and recommend nominees for officers from among the members of the Board for a term of one year, or until new officers are elected. The annual meeting will exercise its prerogative of accepting the recommendations of the Officer

Nominating Committee or nominating and electing other candidates for each office from within the Board of Directors.

Terms of Office

Section 3. Officers and Directors will be elected annually to serve one year terms or until their successors are elected. An officer shall not serve more than two (2) consecutive terms in any particular office.

Vacancies

Section 4. In the event of a vacancy or the inability of a Director to serve, the respective county may appoint a new Director in the same manner to fill the unexpired term. In the event of a vacancy in the office of Vice President or Secretary-Treasurer, the vacancy will be filled by appointment by the President, subject to the approval of a majority of the Officers and Directors. A vacancy in the office of President shall be filled by appointment by a majority of the Officers and Directors.

NACo Representative

Section 5. The Board of Directors shall elect a Commissioner from a county which is a member of both the National Association of Counties and MCCA to represent MCCA at the National Association of Counties. The term of office shall be two years, and the election shall be conducted in January of the even-numbered years. All directors may participate in the vote for the NACo Representative.

ARTICLE V. MEETINGS

Membership Meetings

Section 1. Any meeting of the general membership shall be held upon the call of the President or any five Directors at least three of whom must be commissioners. A quorum requirement for a general membership meeting shall be satisfied when a majority of member counties are represented by at least one Commissioner. Delegates to any meeting of this Association shall consist solely of County Commissioners from member counties currently holding office and representatives of the Associations named in Article III, section 2. holding office. Only Commissioners representing member counties of this Association are those counties which have paid current dues according to the assessment under Article VI of these By-laws may be heard in debate or may vote at any meeting.

Directors' Meetings

Section 2. Meetings of the Board of Directors and/or Officers shall be held anytime upon the call of the President or any five Directors, at least three of whom must be Commissioners. A majority of the Board of Directors shall constitute a quorum for the discharge of business shall consist of at least nine Commissioners. An agenda shall be submitted through e-mail or regular mail by the Executive Director, with the approval of the President, to the Officers and Directors at least five days before any meeting unless time does not permit at the discretion of the President. New items may be added to the agenda at any meeting if a majority attending so vote. Delegates to the Board meetings shall be duly elected Directors or their proxy.

Proxy Votes

Section 3. Any Director who must be absent from a meeting may be replaced as follows:

- a. In the case of a Commissioner, by a Commissioner from his County designated by him the Director or, if no other Commissioner is available, by an officer or employee of the county, designated in writing by the Board of County Commissioners to vote in his the Director's place.
- b. In the case of a Director from an Association named in Article III, section 2, by a member of that association designated by the Director in writing.

Annual Meeting

Section 4. There shall be an annual membership meeting of the Association held in January of each year. The place of the annual meeting shall be determined by the Board of Directors.

Minutes

Section 5. Minutes of all meetings shall be sent to all Commissioners by the Executive Director by e-mail or regular mail as soon after each meeting as is practical.

Convention

Section 6. The Association shall hold an Annual Convention between September 1 and November 30 for all county officials, the purpose of which is to disseminate and share information in an effort to promote more effective and efficient county government.

ARTICLE VI. FINANCES

Budget & Dues

Section 1. At the regular December Board meeting, the Budget and Finance Committee shall present a method of dues assessment and a budget for the following year for review and amendment as necessary. The Committee shall then present it for adoption at the January membership meeting. When a budget and a method of assessment have been adopted at the aforesaid January meeting, the dues for the ensuing year shall be considered assessed. Counties may opt to make two bi-annual payments of said assessments, one in January and one in July of the budget year.

Reports

Section 2. The Executive Director shall assist the Secretary-Treasurer in receiving and disbursing all monies of this Association at all times and shall submit at each annual meeting, or any other meeting if so requested, a report of all receipts and disbursements during the preceding year or any period thereof.

Audit or Review

Section 3. The accounts of this Association shall be audited at least once every two years by a competent accountant and may be annually reviewed in the opposite years by such other person or persons to be selected by the Officers and Directors.

Bond

Section 4. The Executive Director shall furnish a satisfactory surety bond in an amount to be fixed by the Officers and Directors, the premium of such bond to be paid out of funds of this Association.

ARTICLE VII. INDEMNIFICATION OF DIRECTORS AND OFFICERS

Section 1. Every Board Member and Officer of the Association shall be indemnified by the Association against all expenses and liabilities including the settlement thereof, and including counsel fees reasonably incurred by, or imposed upon such Board Member of the Association or Officer in connection with any proceeding to which he or she may be a party or in which he or she may become involved by reason of his or her being or having been a Board Member of the Association, whether or not he or she is a Board Member or Officer at the time such expenses and liabilities are incurred, to the fullest extent provided by law.

The rights to indemnification granted hereunder shall not be deemed exclusive or any other rights to indemnification against liabilities or the advancement of expenses to which such person may be entitled under any written agreement, board resolution, vote of members, statutes, or common law. The Association may, but shall not be required to, supplement the right to

indemnification against liability and advancement of expenses under this Section by the purchase of insurance on behalf of any one or more of such persons, whether or not the corporation would be obligated to indemnify such person under this Section.

ARTICLE VIII. AMENDMENTS

Procedure	<u>Section 1.</u> These By-laws may be amended at the annual membership meeting or at any other membership meeting by a majority vote of all Commissioners present, provided the proposed amendments shall have been sent by ordinary mail or e-mail to all Commissioners of member counties and Directors of the Association at least twenty days prior to such meeting.
Effective Date	<u>Section 2.</u> Amendments shall become effective immediately after being formally voted.

ARTICLE IX. DISSOLUTION

Procedure	<u>Section 1.</u> In the event of the dissolution of the Maine County Commissioners Association, Inc., all its assets are to be prorated and returned to the participating counties in proportion to the amount of dues paid by each, after all obligations have been discharged.
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ARTICLE X. SEAL

Section 1. The Seal of this Corporation shall be a wafer seal stating on the face of it, Maine County Commissioners Association, Inc., Augusta, Maine 1968.

_____ Signature: President	_____ Date
_____ Signature: Vice President	_____ Date
_____ Signature: Secretary-Treasurer	_____ Date
_____ Signature: Attested by Executive Director	_____ Date

BY-LAWS
MAINE COUNTY COMMISSIONERS ASSOCIATION, INC.

Adopted and Amended September 10, 1977

Final Approval December 7, 1977

Revised December 1, 1982

Amended January 28, 1987

Amended September 15, 1989

Amended January 8, 1997

Amended January 14, 1998

Amended July 17, 2002

Amended, September 12, 2009

Amended, February 10, 2010

2013 Year-End Line Item Transfers

Amount To Transfer	Transfer to Account	Transfer from Account
\$ 492.00	5010-00 Payroll Fees	5010-00 Fringe Benefits
\$ 7,396.00	5030-00 Payroll Taxes	5010-00 Fringe Benefits
\$ 1,242.00	5120-00 Liab Insurance & Security Bonds	5110-00 Health Insurance
\$ 510.00	6012-00 Prof Services - Legal Services	6013-00 Financial Audit
\$ 2,300.00	6113-00 Entertainment/Speakers	6110-00 Convention Expense - Other
\$ 1.00	6114-00 Executive Director Conv. Reg.	6110-00 Convention Expense - Other
\$ 24,314.00	6118-00 Meeting Expense	6110-00 Convention Expense - Other
\$ 3,059.00	6121-00 Supplies	6110-00 Convention Expense - Other
\$ 62.00	6140-00 Copies-Printing - Other	6142-00 Directory
\$ 1,053.00	6152-00 IT Services	5110-00 Health Insurance
\$ 392.00	6152-00 IT Services	6150-00 Equipment-Office-Other
\$ 60.00	6153-00 Photocopier Lease	6150-00 Equipment-Office-Other
\$ 674.00	6154-00 Printer & Supplies	6150-00 Equipment-Office-Other
\$ 528.00	6154-00 Printer & Supplies	6151-00 Computer Hardware & Software
\$ 23.00	6155-00 Telephone System	6150-00 Equipment-Office-Other
\$ 75.00	6160-00 Fees	6013-00 Financial Audit
\$ 1,330.00	6171-00 Annual Meeting	6170-00 Meeting Expense
\$ 53.00	6172-00 County Officials Workshop	6170-00 Meeting Expense
\$ 2,423.00	6173-00 Monthly Meetings	6170-00 Meeting Expense
\$ 87.00	6175-00 Meetings - Other	6170-00 Meeting Expense
\$ 189.00	6175-00 Meetings - Other	6013-00 Financial Audit
\$ 1,382.00	6195-00 Office Space Rental	6241-00 Cell Phone
\$ 1,583.00	6230-00 Advertising	6240-00 Telephone, Fax & Internet
\$ 1.00	6242-00 Conference Calls	6240-00 Telephone, Fax & Internet
\$ 49,229.00		
	Total from 5010 Fringe Benefits:	\$ 7,888.00
	Total from 5110 Health Insurance:	\$ 2,295.00
	Total from 6013 Financial Audit:	\$ 774.00
	Total from 6110 Convention Expense Other:	\$ 29,674.00
	Total from 6142 Directory:	\$ 62.00
	Total from 6150 Equipment Office Other:	\$ 1,149.00
	Total from 6151 Computer Hardware & Software:	\$ 528.00
	Total from 6170 Meeting Expense:	\$ 3,893.00
	Total from 6241 Cell Phone:	\$ 1,382.00
	Total from 6240 Telephone, Fax & Internet:	\$ 1,584.00
	TOTAL	\$ 49,229.00

MCCA Executive Director's 2014 Budget Message

It is my pleasure to present for consideration a proposed 2014 budget for the Maine County Commissioners Association. A draft budget proposal was reviewed and revised by the Budget Committee in November, and the attached document is now presented for approval by the Board of Directors for submission to the full membership in January 2014.

The budget as proposed shows a decrease of more than \$50,000 from 2013 to 2014, due in most part to underutilized funding for employee health insurance, bookkeeping and audit, contractual lobbying, directory copying, and telephone expense in 2013. The total budget for 2014 is projected at \$252,650 in comparison to the 2013 budget of \$303,966.

2014 revenues are comprised mainly of county dues which total \$140,240 (no change from 2013), as well as a \$25,000 assessment from the MCCA Risk Management Pool and a transfer of \$37,380 from the fund balance. Other miscellaneous revenue rounds out the total, and more detail can be found on the budget spreadsheet and narratives. Total revenue for the year is projected to total \$252,650.

I am estimating about \$49,000 in Convention revenue in 2014, with expenditures projected to be about \$35,000. If achieved, this would provide about \$14,000 more income than expenses for the convention.

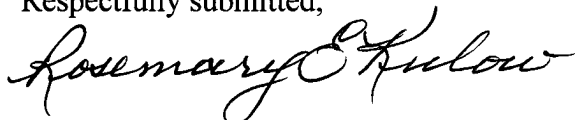
Employee salaries and benefits are based on projected salaries and actual benefit factors. Health insurance premiums will increase by 4% in 2014. This is based on the notice MCCA received from the Maine Municipal Employees Health Trust (MMEHT) in November. MMEHT's actual projected cost increase for 2014 is 10%, but the MMEHT Board of Directors voted to apply some of its surplus to offset the overall cost enough to reduce the increase to only 4% for Health Trust participants.

Most bookkeeping is now done in-house, but a small amount of funding is included in the budget in case professional accounting expertise is needed throughout the year. Lobbying expense is greatly reduced for 2014 because the extra funding is not needed, but a relatively small amount is available to pay for some contracted lobbying assistance during the organizational transition.

NACo conference funding is increased to enable the Executive Director to attend conferences for professional development as directed by the Executive Committee. Other account lines have been adjusted to more accurately reflect historical experience and expected situations in 2014.

More detail about the budget can be found on the budget spreadsheet and in the account narratives.

Respectfully submitted,

A handwritten signature in black ink, reading "Rosemary E. Kulow". The signature is fluid and cursive, with the first name "Rosemary" being more prominent and the last name "Kulow" following in a similar style.

Rosemary E. Kulow, Executive Director

**2014 MCCA
BUDGET PROPOSAL**

INCOME ACCT. NO.	INCOME ACCOUNT	2013 BUDGET	INCOME As of 10/31/13	BALANCE	PROPOSED 2014 BUDGET	Budget Difference
4100-00	Convention Income	\$ 43,000				
4120-00	Registration		\$ 39,845.14		\$ 40,000	
4130-00	Sponsors		\$ 9,256.00		\$ 9,000	
4140-00	Other Income					
	<i>Subtotal Convention Income</i>	\$ 43,000	\$ 49,101.14	\$ (6,101)	\$ 49,000	\$ 6,000
4300-00	Dues	\$ 140,240	\$ 140,240.00	\$ -	\$ 140,240	\$ -
4400-00	Other Income	\$ 1,000	\$ 253.20	\$ 747	\$ 250	\$ (750)
4500-00	NACo Roster	\$ 500	\$ 774.00	\$ (274)	\$ 750	\$ 250
4600-00	MCCA Risk Pool Asmt	\$ 60,000	\$ -	\$ 60,000	\$ 25,000	\$ (35,000)
4810-00	Interest Income	\$ 10	\$ 24.76	\$ (15)	\$ 30	\$ 20
4920-00	Fund Balance Transfer	\$ 59,216	\$ 59,216.00	\$ -	\$ 37,380	\$ (21,836)
	TOTAL INCOME	\$ 303,966	\$ 249,609.10	\$ 54,357	\$ 252,650	\$ (51,316)
EXPENSE ACCT. NO.	EXPENSE ACCOUNT	2013 BUDGET	EXPENSES As of 10/31/13	BALANCE	PROPOSED 2014 BUDGET	Budget Difference
5000-00	Payroll Expenses					
5010	Fringe Benefits	\$ 10,036		\$ 10,036	\$ -	\$ (10,036)
5020	Payroll Fees	\$ 1,200	\$ 1,373.80	\$ (174)	\$ 1,700	\$ 500
5030	FICA (Soc Sec & Medicare)		\$ 6,088.90	\$ (6,089)	\$ 8,000	\$ 8,000
5040	Maine PERS (Retirement)	\$ 6,760	\$ (2,319.94)	\$ 6,760	\$ 3,750	\$ (3,010)
5050	Salary - Admin Assistant	\$ 34,000	\$ 22,201.97	\$ 11,798	\$ 35,000	\$ 1,000
5060	Salary - Executive Director	\$ 70,000	\$ 42,676.27	\$ 27,324	\$ 72,000	\$ 2,000
	<i>Subtotal Payroll Expense</i>	\$ 121,996	\$ 70,021.00	\$ 49,655	\$ 120,450	\$ (1,546)
5100-00	Insurance					
5110	Health Insurance	\$ 47,000	\$ 12,207.23	\$ 34,793	\$ 19,000	\$ (28,000)
5120	Commercial, Crime, D & O Ins	\$ 700	\$ 1,768.25	\$ (1,068)	\$ 2,000	\$ 1,300
5130	Workers Compensation Ins	\$ 1,200	\$ 828.00	\$ 372	\$ 850	\$ (350)
5140	Unemployment Comp Ins				\$ 500	\$ 500
	<i>Subtotal Insurance</i>	\$ 48,900	\$ 14,803.48	\$ 34,097	\$ 22,350	\$ (26,550)
6010-00	Professional Services					
6011	Bookkeeping	\$ 3,600	\$ 1,991.40	\$ 1,609	\$ 500	\$ (3,100)
6012	Legal Services		\$ 510.00	\$ (510)	\$ 1,000	\$ 1,000
6013	Audit	\$ 4,500	\$ 900.00	\$ 3,600	\$ 1,500	\$ (3,000)
	<i>Subtotal Professional Service</i>	\$ 8,100	\$ 3,401.40	\$ 4,699	\$ 3,000	\$ (5,100)
6030-00	Lobbying Expense					
6030	Contractual Lobbying	\$ 31,800	\$ 4,162.55	\$ 27,637	\$ 4,500	\$ (27,300)
6031	Lobbying Registration	\$ 400		\$ 400	\$ 400	\$ -
	<i>Subtotal Lobbying Expense</i>	\$ 32,200	\$ 4,162.55	\$ 28,037	\$ 4,900	\$ (27,300)

**2014 MCCA
BUDGET PROPOSAL**

EXPENSE ACCT. NO.	EXPENSE ACCOUNT	2013 BUDGET	EXPENSES As of 10/31/13	BALANCE	PROPOSED 2014 BUDGET	Budget Difference
6040-00	NACo Expense					
6041	Conferences	\$ 5,500	\$ 4,839.15	\$ 661	\$ 12,500	\$ 7,000
6042	NACo Database Work	\$ 250		\$ (250)	\$ 250	\$ -
6050	Education & Training				\$ 1,500	\$ 1,500
	<i>Subtotal Professional Service</i>	\$ 5,750	\$ 4,839.15	\$ 411	\$ 14,250	\$ 8,500
6100-00	Bank Charges	\$ 400	\$ 9.18	\$ 391	\$ 100	\$ (300)
6110-00	Convention Expense	\$ 33,000		\$ 33,000.00		\$ (33,000)
6112	Prepayment to Host County		\$ (1,000.00)	\$ 1,000.00		\$ -
6113	Entertainment/Speakers		\$ 2,300.00	\$ (2,300.00)	\$ 5,000	\$ 5,000
6114	Executive Dir. Regis.	\$ 960	\$ 960.67	\$ (0.67)	\$ 1,000	\$ 40
6118	Meeting Expense		\$ 24,314.10	\$ (24,314.10)	\$ 25,500	\$ 25,500
6121	Supplies		\$ 3,058.75	\$ (3,058.75)	\$ 3,000	\$ 3,000
6135	Commissioner Retire. Plaques	\$ 400	\$ 204.42	\$ 195.58	\$ 500	\$ 100
	<i>Subtotal Convention Exp</i>	\$ 34,360	\$ 29,837.94	\$ 4,522.06	\$ 35,000	\$ 640
6140-00	Copies & Printing					
6142	Directory	\$ 4,000	\$ 696.95	\$ 3,303	\$ 1,000	\$ (3,000)
6143	Other Copying or Printing		\$ 62.10		\$ 250	\$ 250
	<i>Subtotal Copies & Printing</i>	\$ 4,000	\$ 759.05	\$ 3,303	\$ 1,250	\$ (2,750)
6145-00	Dues Expense	\$ 1,500	\$ 1,025.00	\$ 475	\$ 1,500	\$ -
6150-00	Office Equipment					
6151	Computer Hrdwr & Sftwr	\$ 2,000	\$ 1,471.83	\$ 528	\$ 2,000	\$ -
6152	IT Services	\$ 1,000	\$ 2,385.34	\$ (1,385)	\$ 3,000	\$ 2,000
6153	Photocopier Lease	\$ 1,600	\$ 1,495.40	\$ 105	\$ 1,800	\$ 200
6154	Printer & Supplies	\$ 1,000	\$ 2,127.41	\$ (1,127)	\$ 1,500	\$ 500
6155	Telephone System		\$ 23.24	\$ (23)	\$ 500	\$ 500
6150	Other	\$ 2,000	\$ 851.21	\$ 1,149	\$ 2,000	\$ -
	<i>Subtotal Office Equipment</i>	\$ 7,600	\$ 8,354.43	\$ (754)	\$ 10,800	\$ 3,200
6160-00	Fees	\$ -	\$ 75.00	\$ (75)	\$ 150	\$ 150
6170-00	Meeting Expense	\$ 4,200				
6171	Annual/Full Membership Mtgs		\$ 1,330.26		\$ 1,500	
6172	County Officials Workshop		\$ 53.28		\$ 250	
6173	Monthly Meetings		\$ 1,598.21		\$ 3,000	
6170	Other Meetings		\$ 271.94		\$ 300	
	<i>Subtotal Meeting Expense</i>	\$ 4,200	\$ 3,253.69	\$ 946	\$ 5,050	\$ 850

**2014 MCCA
BUDGET PROPOSAL**

EXPENSE ACCT. NO.	EXPENSE ACCOUNT	2013 BUDGET	EXPENSES As of 10/31/13	BALANCE	PROPOSED 2014 BUDGET	Budget Difference
6180-00	Mileage & Travel Expense	\$ 5,000	\$ 1,624.75	\$ 3,375	\$ 5,000	\$ -
6195-00	Office Space Rental	\$ 16,584	\$ 13,820.00	\$ 2,764	\$ 17,100	\$ 516
6215-00	Postage & Shipping	\$ 500	\$ 166.38	\$ 334	\$ 500	\$ -
6230-00	Advertising		\$ 1,582.64	\$ (1,583)	\$ 2,000	\$ 2,000
6235-00	Supplies	\$ 4,000	\$ 2,844.89	\$ 1,155	\$ 4,300	\$ 300
6240-00	Telephone, Fax & Internet					
6241	Cell Phone	\$ 3,000	\$ 838.83	\$ 2,161	\$ 1,000	\$ (2,000)
6242	Conference Call Line		\$ 1.23	\$ (1)	\$ 100	\$ 100
6243	Phone, Fax, & Internet	\$ 5,500	\$ 2,555.98	\$ 2,944	\$ 3,600	\$ (1,900)
	<i>Subtotal Phone, Fax & Inter</i>	\$ 8,500	\$ 3,396.04	\$ 5,104	\$ 4,700	\$ (3,800)
6250-00	Website	\$ -	\$ -	\$ -	\$ 250	\$ 250
TOTAL EXPENSE		\$ 303,590	\$ 163,976.57	\$ 136,856	\$ 252,650	\$ (50,940)
						\$ (50,940)

M.C.C.A. REVENUE

4100-00 CONVENTION INCOME - \$49,000

4120-00 Registrations - \$40,000

This account collects all payments for conference registration, meals, and participation in activities.

4130-00 Sponsorships - \$9,000

This account holds revenue from contributions paid by organizations or individuals who donate or sponsor an event.

4140-00 Other Convention Income - \$0

Income received for the convention that does not fit into either of the above categories is posted here.

4300-00 DUES - \$140,240

Funds collected from member counties for annual dues are posted here.

4400-00 OTHER INCOME - \$250

Any other miscellaneous income that MCCA receives during the year that does not fit within listed budgetary categories is shown in this line.

4500-00 NACO ROSTER - \$750

Funds received from the National Association of Counties for MCCA's contribution to preparing the roster are posted to this account.

4600-00 MCCA RISK POOL ASSESSMENT - \$25,000

Funds received from the MCCA Risk Pool are posted to this account. The assessment is calculated according to a cost allocation plan that considers the amount of time and space the Risk Pool utilizes of MCCA resources.

4810-00 INTEREST INCOME - \$30

Income earned on savings investments is shown in this budget line.

4920-00 TRANSFER FROM FUND BALANCE - \$37,380

When funds are transferred from the undesignated fund balance to offset the budget, they are shown in this account.

TOTAL REVENUE PROJECTED FOR 2014 - \$252,650

M.C.C.A. EXPENSES

5000-00 PAYROLL EXPENSES - \$120,450

5010-00 Fringe Benefits

I believe this account was first established last year to show amounts paid for Social Security and Medicare, but none of those payments were posted here in 2013. They were, instead, posted to 5030-00, Payroll Taxes. In 2014 and beyond, those payments will be posted in account 5030-00, which has been renamed, Social Security & Medicare (FICA).

5020-00 Payroll Fees - \$1,700

Money paid to Bangor Payroll, the company that prepares MCCA's payroll and reports to the IRS, Maine Dept. of Revenue, MMEHT, and MainePERS. The budgeted amount increases for 2014 to reflect additional work Bangor Payroll is now required to do for health insurance and Maine Public Employees Retirement System.

5030-00 Social Security & Medicare (FICA) - \$8,000

Money paid for Social Security and Medicare was posted here in 2013, so the title of this account is changed to accurately reflect its purpose. The contribution for FICA is 7.5% of employee salaries after contributions toward health insurance are deducted from their gross salaries. The contribution is 7.5% for both the employer and the employee at this time.

5040-00 Retirement - \$3,750

Amounts paid to the Maine Public Employees Retirement System (MEPERS) are posted to this account. MCCA's contribution is currently 3.4% of the employees' gross salary. The employee contribution is 6.5% of their gross salary.

5050-00 Administrative Assistant's Salary - \$35,000

Although the Administrative Assistant's gross salary is shown in the budget for this line, only the net salary paid has been posted to this account in 2013. The remaining portion of salary that has been deducted for taxes and contributions to programs is shown in Payroll Taxes. \$35,000 is budgeted for 2014 to account for possible increases in salary after successful completion of a six-month probation period and one full year of employment.

5060-00 Executive Director's Salary - \$72,000

Although the Executive Director's gross salary is shown in the budget for this line, only the net salary paid has been posted to this account in 2013. The remaining portion of salary that has been deducted for taxes and contributions to programs is shown in Payroll Taxes. \$72,000 is budgeted in 2014 to account for a planned increase for the Executive Director after completion of a full year's employment.

5100-00 INSURANCE - \$22,350

5110-00 Health Insurance - \$19,000

Amounts MCCA pays for employee health insurance are posted to this line. MCCA utilizes the health insurance services offered through the Maine Municipal Employees Health Trust. MCCA currently pays 90% of the single employee premium for the employee's chosen plan. Employees are allowed to choose one of three plans offered.

In the case of the Executive Director, the board voted to apply an additional \$2,000 (per year) toward the additional cost she pays for the Husband & Wife plan. This was done in lieu of a \$2,000 raise in salary that was planned for successful completion of her six-month probation period.

The budget figure is based on an increase of 4% in health insurance premiums for 2014, which is the actual figure received from the MMEHT in November.

5120-00 Commercial, Crime Protection, & Officers' & Directors' Insurance - \$2,000

This is the account to which payments for premiums for MCCA's commercial policy, crime protection, and directors and officers insurance are posted. The commercial policy covers property and casualty/liability insurance for the MCCA. We also obtained crime protection insurance to insure against employee dishonesty and directors and officers insurance.

Current annual premiums are as follows:

- **Commercial - \$708** – Liberty Mutual via Macomber, Farr & Whitten; effective 8/23/13 – 8/23/14
- **Crime Protection - \$492** – Ohio Casualty Group via Macomber, Farr & Whitten, effective 6/19/13 – 6/19/14
- **Directors & Officers - \$752** – Twin City Fire Insurance Co., via Macomber, Farr & Whitten; effective 4/22/13 to 4/22/14

5130-00 Workers Compensation Insurance - \$850

Amounts paid for workers compensation insurance for employees are posted here. The annual premium of \$510 was paid to Great Falls Insurance Company via Kristie Rowell Insurance Services, and MCCA received a supplement bill after they did an analysis of projected staff salaries. The policy is effective 7/2/13-7/2/14. An amount for potential increases is built into the budget figure.

5140-00 Unemployment Compensation Insurance - \$500

Recently the MCCA agreed to join the MMA Unemployment Compensation Insurance program in an effort to control potential unemployment compensation insurance costs as a member of a large pool. The annual cost for 2014 for MCCA's membership is quoted at \$468.

6010-00 PROFESSIONAL SERVICES - \$3,000

6011-00 Bookkeeping - \$500

Payments to a contracted bookkeeper are posted to this account. Although the new administrative assistant will be doing most, if not all, of the bookkeeping for MCCA, a small appropriation is included for 2014 in case any outside accounting assistance is needed for any reason.

6012-00 Legal Services - \$1,000

This line hosts payments made to attorneys for legal services.

6013-00 Financial Audit - \$1,500

An audit of MCCA's finances is required at least every two years, and this line is where that expense is posted. An appropriation for 2014 is included to ensure that an audit may be done in 2014, if necessary.

6030-00 LOBBYING - \$4,900

6030-00 Contractual Lobbying - \$4,500

In 2013 MCCA contracted for lobbying services from Cumberland County Assistant Manager, Bill Whitten, who was paid an honorary stipend of \$4,000. MCCA is asking Mr. Whitten to continue to help with the transition by working with the Executive Director on lobbying in 2014; therefore, an appropriation to compensate him for his service is included for that purpose.

6031-00 Lobbying Registration - \$400

Those who engage in lobbying activities at the Maine Legislature are required to pay a registration fee to the Maine Ethics Commission. The expense is posted to this account. The appropriation for 2014 includes the lobbyist registration fee for the Executive Director and \$100 for Mr. Whitten as an associate lobbyist.

6040-00 NACo EXPENSE - \$14,250

6041-00 Conferences - \$12,500

In the 2013 budget, funds were budgeted for representatives to attend NACo conferences, and in 2014 additional funds are requested that will enable both the MCCA representative and the Executive Director to attend conferences. The Executive Director is expected and required to participate in professional development opportunities at NACo and NCCAE (National Council of County Association Executives) conferences to further her understanding of issues facing county governments and their state organizations. In addition, the Executive Director finds it beneficial to attend conferences of the MMA and the MTCMA.

6042-00 NACo Database Work - \$250

Payments to NACo for data base work it does are posted here. So far in 2013, no payments have been made from this account.

6050-00 Education & Training - \$1,500

Payments for necessary and beneficial work-related educational sessions are posted to this new account. In the past, there was not an appropriate for education and training for employees, and the need for this funding has already been demonstrated .

6100-00 BANK CHARGES - \$100

6100-00 Bank Charges - \$100

Bank charges and fees are posted to this account.

6110-00 ANNUAL CONVENTION EXPENSES - \$35,000

6113-00 Entertainment/Speakers - \$5,000

Based on the last conference, it is estimated that up to about \$5,000 may be needed to compensate speakers and entertainment for the 2014 convention.

6114-00 Executive Director Registration Expense - \$1,000

The MCCA Executive Director's registration fees are posted to this convention expense account.

6115-00 Venue Expense - \$25,000

Again, based on the 2013 Sugarloaf cost, it is estimated that about \$25,000 may be needed for the venue, including meals, etc.

6118-00 Meeting Expense - \$500

When there are costs associated with meetings planning for the convention, they are posted to this account.

6121-00 Supplies - \$3,000

Supplies purchased for the convention are shown in this account.

6135-00 Commissioner Retirement Plaques - \$500

The cost of recognition plaques for retiring county commissioners is posted here. If plaques are also purchased for counties to present to certain employees, counties reimburse the cost of those plaques to MCCA.

6140-00 COPYING & PRINTING - \$1,250

6142-00 Directory - \$1,000

The cost of printing the annual county directory is posted to this account.

6143-00 Other Copying or Printing Charges - \$250

Any miscellaneous printing or photocopying charges for documents or books would be posted to this account.

6145-00 DUES EXPENSE - \$1,500

Dues for memberships are posted to this account. Currently, MCCA pays dues to the following organizations: NCCAE - \$500; MMA - \$575; and ICMA - \$200.

6150-00 OFFICE EQUIPMENT - \$10,800

6151-00 Computer Hardware & Software - \$2,000

Any purchases of computer hardware or software are posted here. One known piece of hardware suggested for 2014 is a laptop that can be used for minutes and off-site work.

6152-00 IT Services - \$3,000

In order to maintain the MCCA computer system and keep its auxiliary hardware operating at maximum performance, it is necessary to contract with an information technology company for routine maintenance and administration, as well as on-call service for problem solving.

6153-00 Photocopier Lease - \$1,800

The MCCA Xerox photocopier is leased through Gorham Leasing Group. Included in the leasing fee is regular service, charge-per-copy, reduced cost supplies, and same-day service for problem resolution.

6154-00 Printers & Printer Supplies - \$1,500

The cost of printers and supplies such as toner, ink cartridges, and paper is charged to this account.

6155-00 Telephone System - \$500

If repair of the phone system is necessary, those charges paid to CMC Technology Group are posted to this account.

6156-00 Other Office Equipment - \$2,000

The cost of any other office equipment, such as desks, chairs, printer stands, headphones, projectors, paper shredders, safes, etc. is charged to this account.

6160-00 FEES - \$150

Fees charged for filings to the Secretary of State's office, etc. are posted to this account.

6170-00 MEETING EXPENSE - \$5,050

6171-00 Annual Meeting - \$1,500

Costs for the venue and food for the annual meeting and other full membership meetings are posted to this account.

6172-00 County Officials' Workshop - \$250

The associated costs of special workshops for county officials are shown in this line.

6173-00 Monthly Meetings - \$3,000

This account shows the costs for the Board of Directors' regular monthly meetings, including food.

6174-00 Other Meeting Expenses - \$300

Any other meeting expenses that do not appropriately fit within any of the categories above are posted here.

6180-00 MILEAGE & TRAVEL EXPENSE - \$5,000

This line sees no change in funding from 2013. Funds in this account reimburse the Executive Director for mileage associated with use of her personal vehicle for required work purposes and other work-related travel, including air fare to and from conferences.

6195-00 OFFICE RENTAL - \$17,100

This account shows the lease amounts MCCA pays to the Maine Farm Bureau Association to rent office space at 4 Gabriel Drive.

6215-00 POSTAGE - \$500

Amounts paid for postage and shipping are posted here.

6230-00 ADVERTISING - \$2,000

Advertising costs are shown in this account. This account was highly utilized in 2013 due to the hiring processes of employees. If MCCA is to market NACo's prescription drug program and discount health programs, the costs of that advertising will be posted here, as well.

6235-00 SUPPLIES - \$4,300

Supplies for the office that do not more appropriately belong within other accounts are posted to this account. This includes regular office supplies, food and related supplies, office décor, paper and file folders, pens, staples, paper clips, calendars, chair mats, etc.

6240-00 TELEPHONE, FAX & INTERNET - \$4,700

6241-00 Cell Phone - \$1,000

Reimbursement to the Executive Director for using her cell phone for work is posted to this account. The current reimbursement rate is \$75 per month.

6242-00 Conference Call Set-up - \$100

The charge for MCCA to have the ability to host conference calls is posted here.

6243-00 Other Telephone, Fax & Internet - \$3,600

Monthly charges from BCN Telecom for telephone, fax, and Internet services are posted to this account.

6250-00 WEBSITE - \$250

Payments for web-hosting service are paid from this account.

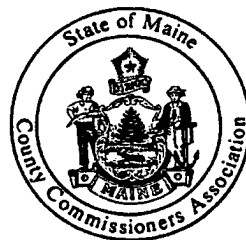
TOTAL EXPENDITURES PROJECTED FOR 2014 - \$252,650

M.C.C.A.

Steven Joy, President
Hancock County

Gary McGrane, Vice President
Franklin County

Roger Moody, Secretary-Treasurer
Knox County



Rosemary Kulow
Executive Director

Lauren Haven
Administrative Assistant

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MAINE COUNTY COMMISSIONERS ASSOCIATION

Executive Director's Report January 8, 2014

Meeting with Executive Director of New Hampshire State Organization of Counties

On December 16th I met with Betsy Miller, Executive Director of the New Hampshire Association of Counties, near Portsmouth, NH to discuss our respective associations and how we might learn from and work with one another to benefit the counties in our states. We had an enjoyable and information-filled two-hour lunch meeting at which we both agreed to forge a relationship for our mutual benefit.

With several years' experience as executive director and lobbyist for the New Hampshire association, Ms. Miller has a substantial knowledge and experience base that could be of great help to me. And she expressed to me that she would like to learn more of my understanding of local government and organizational management. We talked about the possibility of providing joint training programs for our counties.

Our states and associations are alike in many ways, but there are significant differences, as well. The New Hampshire association is also a two-person office; but their insurance program for counties is a separate state organization and available only to government entities in the state of New Hampshire.

I look forward to getting to know Ms. Miller better and developing a long-lasting relationship that will bear fruit for the growth and development of Maine and New Hampshire counties.

Strategic Planning

The Strategic Planning Committee held its first meeting after the last MCCA Board of Directors' meeting. Committee members looked through previously listed tasks developed at planning events and saw that a few things had been accomplished. Most items are either in progress or not tackled yet, however. The committee decided to draw from the past lists and add new items that are important for MCCA to do in the next five years. Each will be placed into an appropriate category and assigned a priority. All lists will be submitted to MCCA staff to compile and show how each is prioritized based

on the rankings assigned by the committee members. The committee will discuss the results at a future meeting and develop recommendations for presentation to the Board of Directors. Most likely, MCCA will hold a one-day strategic planning event at a yet-to-be-determined location to consider and discuss the direction of MCCA, using the information and recommendations developed by the committee.

PILT Program

In late December when the Legislature was considering the two-year federal budget package, NACo asked state directors to contact their counties and legislative delegations about the Payment in Lieu of Taxes (PILT) program. A letter requesting continued funding for the PILT program at the current level had been prepared by Senators, and we were asked to contact our legislative delegation to ask them to support continued funding for the program. I spent the good part of a day developing contact lists and contacting and attempting to contact Maine's Senators and Representatives to ask for their support. In most cases, I worked with legislative staff and asked them to urge our elected representatives to support the PILT program due to its importance to counties and county budgets.

Conferences

I will attend the Maine Sheriffs Association annual conference January 16th in Portland. I am also planning to attend the NACo Legislative Conference in Washington, D.C. in March. Educational workshops, business meetings, and visits to Capitol Hill will dominate my time there, as will meeting other county and state association officials from around the country. I look forward to both of these learning opportunities for the enhancement of my ability to serve Maine counties at an even more advanced level.

Meetings/Events since December 11, 2013 BOD Meeting

Dec. 12	Appropriations & Financial Affairs Committee Meeting at State House
Dec. 16	Met with New Hampshire State Association Executive Director, Betsy Miller
Dec. 20	Forensic Mental Health Services Oversight Committee Meeting at State House

Upcoming Planned Meetings/Events:

Jan. 8, 1:00 p.m.	Public Hearings at Legislature
Jan. 13 Morning	Dentist Appointment in Portland
Jan. 13, 1:00 p.m.	Public Hearings at Legislature
Jan. 15 All Day	Training at MainePERS for Lauren Haven
Jan. 16 All Day	Maine Sheriffs Association Annual Conference in Portland
Jan. 20 All Day	Martin Luther King Jr. Holiday – Office closed
Jan. 21, 1:00 p.m.	Board of Corrections Meeting at Marquardt Building, Augusta
Feb. 6, 10:00 a.m.	MACCAM Meeting in Augusta

Respectfully submitted,

Rosemary E. Kulow
Executive Director

MAINE COUNTY COMMISSIONERS ASSOCIATION

December 2013 Financial Report

Attached please find the monthly financial reports for the month of December 2013. With 100% of the year complete, the report shows that \$275,235 or 91% of total budgeted revenue had been collected by December 31st. MCCA did receive payment of \$25,000 for the 2013 assessment from the MCCA Risk Pool at the end of the year, but it was not deposited in the bank until January 2, 2014 due to the Executive Director's vacation.

Total Annual Convention income exceeded the anticipated budget of \$43,000 by more than \$6,000, and Convention expenses were \$4,453 less than anticipated. Therefore, a net balance of \$10,746 was realized in 2013. Please keep in mind that these are unaudited figures and subject to change. At any rate, we extend our congratulations to Franklin County organizers for their prudent and effective management of the Annual Convention in 2013.

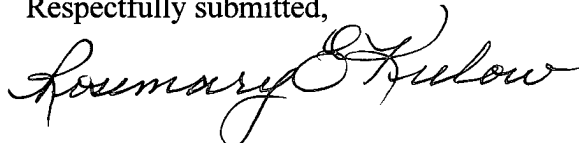
On the Expenditure side of the general fund budget, a total of \$11,071.85 was expended in December, and \$193,613 (64%) of the \$303,590 budget had been expended by December 31st. The budget's unexpended balance at year's end is \$109,977. Since the year concluded with only 64% of the budget expended, MCCA remains in sound financial condition.

A complete spreadsheet for year-end line item transfers is included in the agenda packet for the Annual Meeting, and the Board of Directors will be asked to approve transferring funds from lines with surplus funds to lines which have been over-expended. Making line item transfers at the end of the year more clearly shows the true and total cost for each type of expenditure and helps with future budgeting.

The balance in the MCCA general fund bank account on December 31, 2013 was \$61,821.70, and the Convention Account ending balance was \$39,958.20. Total cash in MCCA bank accounts December 31st equals \$101,779.90.

We look forward to prudently managing MCCA's business transactions and financial matters in the upcoming year.

Respectfully submitted,



Rosemary E. Kulow
Executive Director

Maine County Commissioners Association
Balance Sheet (accrual)
As of December 31, 2013

	<u>Dec 31, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
Convention Account	40,094.48
MCCA Checking-Savings Bank	60,155.70
Petty Cash Account	200.00
Total Checking/Savings	<u>100,450.18</u>
Accounts Receivable	
Receivables	-5,906.08
Total Accounts Receivable	<u>-5,906.08</u>
Other Current Assets	
Pass Through	30,906.08
Total Other Current Assets	<u>30,906.08</u>
Total Current Assets	<u>94,544.10</u>
TOTAL ASSETS	<u><u>94,544.10</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-638.85
Total Accounts Payable	<u>-638.85</u>
Total Current Liabilities	<u>-638.85</u>
Total Liabilities	-638.85
Equity	
3200-00 · Fund Balance to Current Yr Inc	-59,216.00
3900-00 · Earnings	72,775.03
Net Income	81,623.92
Total Equity	<u>95,182.95</u>
TOTAL LIABILITIES & EQUITY	<u><u>94,544.10</u></u>

Maine County Commissioners Association
Profit & Loss Budget vs. Actual
January through December 2013

	Budget	Jan - Dec 13	\$ Over Budget	% of Budget
Income				
Income		25,204		
4100-00 · Convention Income				
4110-00 · Plaques	0	238	-238	100%
4120-00 · Registration	0	39,799	-39,799	100%
4130-00 · Sponsorship	0	9,256	-9,256	100%
4100-00 · Convention Income - Other	43,000	0	43,000	0%
Total 4100-00 · Convention Income	43,000	49,293	-6,293	115%
4300-00 · Dues	140,240	140,240	0	100%
4400-00 · Other Income	1,000	481	519	48%
4500-00 · NACo Roster	500	774	-274	155%
4600-00 · MCCA Risk Pool Assessment	60,000	0	60,000	0%
4810-00 · Interest Earned	10	27	-17	270%
4920-00 · Transfer in from Fund Balance	59,216	59,216	0	100%
Total Income	303,966	275,235	28,731	91%
Expense				
5000-00 · Payroll Expenses				
5010-00 · Fringe Benefits	10,036	0	10,036	0%
5020-00 · Payroll Fees	1,200	1,692	-492	141%
5030-00 · Payroll Taxes	0	7,396	-7,396	100%
5040-00 · Retirement (MEPERS)	6,760	-3,507	10,267	-52%
5050-00 · Salary - Administrative Asst	34,000	27,433	6,567	81%
5060-00 · Salary - Executive Director	70,000	56,138	13,862	80%
Total 5000-00 · Payroll Expenses	121,996	89,152	32,844	73%
5100-00 · Insurance				
5110-00 · Health Insurance	47,000	15,029	31,971	32%
5120-00 · Liab Insurance & Security Bonds	700	1,942	-1,242	277%
5130-00 · Workers Comp	1,200	876	324	73%
Total 5100-00 · Insurance	48,900	17,847	31,053	36%
6010-00 · Prof. Services				
6011-00 · Prof Services-Bookkeeping	3,600	2,419	1,181	67%
6012-00 · Prof Services - Legal Services	0	510	-510	100%
6013-00 · Financial Audit	4,500	900	3,600	20%
Total 6010-00 · Prof. Services	8,100	3,829	4,271	47%

Maine County Commissioners Association
Profit & Loss Budget vs. Actual
January through December 2013

	Budget	Jan - Dec 13	\$ Over Budget	% of Budget
6030-00 · Lobbying				
6031-00 · Lobbying Reg	400	0	400	0%
6030-00 · Lobbying - Other	31,800	4,163	27,637	13%
Total 6030-00 · Lobbying	32,200	4,163	28,037	13%
6040-00 · NACO Expenses				
6041-00 · NACo Conference	5,500	4,839	661	88%
6042-00 · NACo Database work	250	0	250	0%
Total 6040-00 · NACO Expenses	5,750	4,839	911	84%
6100-00 · Bank Charges	400	10	390	3%
6110-00 · Convention Exp.				
6112-00 · Conv - Prepayment Host County	0	-1,000	1,000	100%
6113-00 · Entertainment/Speakers	0	2,300	-2,300	100%
6114-00 · Executive Director - Conv Reg	960	961	-1	100%
6118-00 · Meeting Exp.	0	24,314	-24,314	100%
6121-00 · Supplies	0	3,059	-3,059	100%
6124-00 · Commissioner Retirement Plaques	400	273	127	68%
6110-00 · Convention Exp. - Other	33,000	0	33,000	0%
Total 6110-00 · Convention Exp.	34,360	29,907	4,453	87%
6140-00 · Copies-Printing				
6142-00 · Directory	4,000	697	3,303	17%
6140-00 · Copies-Printing - Other	0	62	-62	100%
Total 6140-00 · Copies-Printing	4,000	759	3,241	19%
6145-00 · Dues Professional Development	1,500	1,025	475	68%
6150-00 · Equipment - Office				
6151-00 · Computer Hardware & Software	2,000	1,472	528	74%
6152-00 · IT Services	1,000	2,445	-1,445	245%
6153-00 · Photocopier Lease	1,600	1,660	-60	104%
6154-00 · Printer & Supplies	1,000	2,202	-1,202	220%
6155-00 · Telephone System	0	23	-23	100%
6150-00 · Equipment - Office - Other	2,000	851	1,149	43%
Total 6150-00 · Equipment - Office	7,600	8,653	-1,053	114%

Maine County Commissioners Association
Profit & Loss Budget vs. Actual
January through December 2013

	Budget	Jan - Dec 13	\$ Over Budget	% of Budget
6160-00 · Fees	0	75	-75	100%
6170-00 · Meeting exp.	0	0	0	0%
6171-00 · Annual Meeting	0	1,330	-1,330	100%
6172-00 · County Officials' Workshop	0	53	-53	100%
6173-00 · Monthly	0	2,423	-2,423	100%
6175-00 · Meetings - Other	0	276	-276	100%
6170-00 · Meeting exp. - Other	4,200	307	3,893	7%
Total 6170-00 · Meeting exp.	4,200	4,389	-189	105%
6180-00 · Mileage & Travel Expense	5,000	2,120	2,880	42%
6195-00 · Office Space Rental	16,584	17,966	-1,382	108%
6215-00 · Postage-Shpping	500	328	172	66%
6230-00 · Advertising	0	1,583	-1,583	100%
6235-00 · Supplies	4,000	2,920	1,080	73%
6240-00 · Telephone, Fax & Internet	0	0	0	0%
6241-00 · Cell Phone	3,000	989	2,011	33%
6242-00 · conf. call	0	1	-1	100%
6240-00 · Telephone, Fax & Internet - Other	5,500	3,058	2,442	56%
Total 6240-00 · Telephone, Fax & Internet	8,500	4,048	4,452	48%
Total Expense	303,590	193,613	109,977	64%
Net Income	376	81,622		

**Maine County Commissioners Association
MCCA Operating Report, Accrual, Month
December 2013**

	Dec 13	Jan - Dec 13
Income		
Income	20.00	25,203.51
4100-00 · Convention Income		
4110-00 · Plaques	0.00	238.49
4120-00 · Registration	0.00	39,798.85
4130-00 · Sponsorship	0.00	9,256.00
Total 4100-00 · Convention Income	0.00	49,293.34
4300-00 · Dues	0.00	140,240.00
4400-00 · Other Income	227.60	480.80
4500-00 · NACo Roster	0.00	774.00
4810-00 · Interest Earned	2.60	27.36
4920-00 · Transfer in from Fund Balance	0.00	59,216.00
Total Income	250.20	275,235.01
Gross Profit	250.20	275,235.01
Expense		
5000-00 · Payroll Expenses		
5020-00 · Payroll Fees	119.80	1,691.95
5030-00 · Payroll Taxes	560.17	7,395.68
5040-00 · Retirement (MEPERS)	-576.66	-3,506.60
5050-00 · Salary - Administrative Asst	2,615.40	27,432.78
5060-00 · Salary - Executive Director	5,384.60	56,137.77
Total 5000-00 · Payroll Expenses	8,103.31	89,151.58
5100-00 · Insurance		
5110-00 · Health Insurance	-961.08	15,028.79
5120-00 · Liab Insurance & Security Bonds	0.00	1,942.00
5130-00 · Workers Comp	0.00	876.00
Total 5100-00 · Insurance	-961.08	17,846.79
6010-00 · Prof. Services		
6011-00 · Prof Services-Bookkeeping	0.00	2,418.50
6012-00 · Prof Services - Legal Services	0.00	510.00
6013-00 · Financial Audit	0.00	900.00
Total 6010-00 · Prof. Services	0.00	3,828.50
6030-00 · Lobbying	0.00	4,162.55
6040-00 · NACo Expenses		
6041-00 · NACo Conference	0.00	4,839.15
Total 6040-00 · NACo Expenses	0.00	4,839.15
6100-00 · Bank Charges	0.64	9.82
6110-00 · Convention Exp.		
6112-00 · Conv - Prepayment Host County	0.00	-1,000.00
6113-00 · Entertainment/Speakers	0.00	2,300.00
6114-00 · Executive Director - Conv Reg	0.00	960.67
6118-00 · Meeting Exp.	0.00	24,314.10
6121-00 · Supplies	0.00	3,058.75
6124-00 · Commissioner Retirement Plaques	0.00	272.56
Total 6110-00 · Convention Exp.	0.00	29,906.08
6140-00 · Copies-Printing		
6142-00 · Directory	0.00	696.95
6140-00 · Copies-Printing - Other	0.00	62.10
Total 6140-00 · Copies-Printing	0.00	759.05
6145-00 · Dues Professional Development	0.00	1,025.00

01/02/14

**Maine County Commissioners Association
MCCA Operating Report, Accrual, Month
December 2013**

	Dec 13	Jan - Dec 13
6150-00 · Equipment - Office		
6151-00 · Computer Hardware & Software	0.00	1,471.83
6152-00 · IT Services	25.00	2,445.04
6153-00 · Photocopier Lease	0.00	1,659.75
6154-00 · Printer & Supplies	74.99	2,202.40
6155-00 · Telephone System	0.00	23.24
6150-00 · Equipment - Office - Other	0.00	851.21
Total 6150-00 · Equipment - Office	99.99	8,653.47
6160-00 · Fees	0.00	75.00
6170-00 · Meeting exp.		
6171-00 · Annual Meeting	0.00	1,330.26
6172-00 · County Officials' Workshop	0.00	53.28
6173-00 · Monthly	260.11	2,422.66
6175-00 · Meetings - Other	242.51	275.84
6170-00 · Meeting exp. - Other	0.00	307.27
Total 6170-00 · Meeting exp.	502.62	4,389.31
6180-00 · Mileage & Travel Expense	206.67	2,119.91
6195-00 · Office Space Rental	2,764.00	17,966.00
6215-00 · Postage-Shpping	12.27	328.47
6230-00 · Advertising	0.00	1,582.64
6235-00 · Supplies	17.21	2,920.07
6240-00 · Telephone, Fax & Internet		
6241-00 · Cell Phone	75.00	988.83
6242-00 · conf. call	0.00	1.23
6240-00 · Telephone, Fax & Internet - Other	251.22	3,057.64
Total 6240-00 · Telephone, Fax & Internet	326.22	4,047.70
Total Expense	11,071.85	193,611.09
Net Income	-10,821.65	81,623.92

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01/02/14

Accrual Basis

Maine County Commissioners Association

Expenses by Vendor Detail

December 2013

Type	Date	Memo	Account	Amount	Balance
Bangor Payroll					
Bill	12/6/2013	Administrative Assistant Sal...	5050-00 · Salary - Administrative Asst	653.85	653.85
Bill	12/6/2013	Taxes	5030-00 · Payroll Taxes	138.33	792.18
Bill	12/6/2013	Processing fee	5020-00 · Payroll Fees	29.95	822.13
Bill	12/6/2013	Executive Directors Salary	5060-00 · Salary - Executive Director	1,346.15	2,168.28
Bill	12/6/2013	Payroll deductions for Healt...	5110-00 · Health Insurance	-240.27	1,928.01
Bill	12/6/2013	Payroll deductions for Retire...	5040-00 · Retirement (MEPERS)	-130.00	1,798.01
Bill	12/6/2013	Executive Director and Spou...	5110-00 · Health Insurance		1,798.01
Bill	12/11/2013	Administrative Assistant Sal...	5050-00 · Salary - Administrative Asst	653.85	2,451.86
Bill	12/11/2013	Taxes	5030-00 · Payroll Taxes	138.33	2,590.19
Bill	12/11/2013	Processing fee	5020-00 · Payroll Fees	29.95	2,620.14
Bill	12/11/2013	Executive Directors Salary	5060-00 · Salary - Executive Director	1,346.15	3,966.29
Bill	12/11/2013	Payroll deductions for Healt...	5110-00 · Health Insurance	-240.27	3,726.02
Bill	12/11/2013	Payroll deductions for Retire...	5040-00 · Retirement (MEPERS)	-158.33	3,567.69
Bill	12/11/2013	Executive Director and Spou...	5110-00 · Health Insurance		3,567.69
Bill	12/18/2013	Administrative Assistant Sal...	5050-00 · Salary - Administrative Asst	653.85	4,221.54
Bill	12/18/2013	Taxes	5030-00 · Payroll Taxes	138.33	4,359.87
Bill	12/18/2013	Processing fee	5020-00 · Payroll Fees	29.95	4,389.82
Bill	12/18/2013	Executive Directors Salary	5060-00 · Salary - Executive Director	1,346.15	5,735.97
Bill	12/18/2013	Payroll deductions for Healt...	5110-00 · Health Insurance	-240.27	5,495.70
Bill	12/18/2013	Payroll deductions for Retire...	5040-00 · Retirement (MEPERS)	-158.33	5,337.37
Bill	12/18/2013	Executive Director and Spou...	5110-00 · Health Insurance		5,337.37
Bill	12/31/2013	Administrative Assistant Sal...	5050-00 · Salary - Administrative Asst	653.85	5,991.22
Bill	12/31/2013	Taxes	5030-00 · Payroll Taxes	145.18	6,136.40
Bill	12/31/2013	Processing fee	5020-00 · Payroll Fees	29.95	6,166.35
Bill	12/31/2013	Executive Directors Salary	5060-00 · Salary - Executive Director	1,346.15	7,512.50
Bill	12/31/2013	Payroll deductions for Healt...	5110-00 · Health Insurance	-240.27	7,272.23
Bill	12/31/2013	Payroll deductions for Retire...	5040-00 · Retirement (MEPERS)	-130.00	7,142.23
Bill	12/31/2013	Executive Director and Spou...	5110-00 · Health Insurance		7,142.23
Total Bangor Payroll				7,142.23	7,142.23
Bank of Maine					
Bill	12/10/2013	Office Supplies - Filing unit f...	6235-00 · Supplies	13.72	13.72
Bill	12/10/2013	Printer Toner for Rosi's HP ...	6154-00 · Printer & Supplies	74.99	88.71
Bill	12/10/2013	Heavy Duty Staples from W...	6235-00 · Supplies	3.49	92.20
Bill	12/10/2013	Shipping	6215-00 · Postage-Shpping	12.27	104.47
Bill	12/10/2013	Visa Offer Statement Credit	Income	-20.00	84.47
Total Bank of Maine				84.47	84.47
BCN Telecom					
Bill	12/10/2013	Monthly Telephone & Intern...	6240-00 · Telephone, Fax & Internet	251.22	251.22
Total BCN Telecom				251.22	251.22
Capitol Computers					
Bill	12/10/2013	IT Service Contract	6152-00 · IT Services	25.00	25.00
Total Capitol Computers				25.00	25.00
Haven, Lauren					
Bill	12/17/2013	Meeting Supplies for Decem...	6173-00 · Monthly	33.31	33.31
Total Haven, Lauren				33.31	33.31
Kulow, Rosemary					
Bill	12/17/2013	Executive Director Mileage	6180-00 · Mileage & Travel Expense	206.67	206.67
Bill	12/17/2013	ED's cell phone	6241-00 · Cell Phone	75.00	281.67
Bill	12/17/2013	Monthly Meeting	6175-00 · Meetings - Other	18.26	299.93
Total Kulow, Rosemary				299.93	299.93
Maine Farm Bureau Building Association					
Bill	12/3/2013	Rent	6195-00 · Office Space Rental	1,382.00	1,382.00
Bill	12/17/2013	Rent	6195-00 · Office Space Rental	1,382.00	2,764.00
Total Maine Farm Bureau Building Association				2,764.00	2,764.00

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Accrual Basis

Maine County Commissioners Association

Expenses by Vendor Detail

December 2013

Type	Date	Memo	Account	Amount	Balance
Mitton, Wayne					
Bill	12/10/2013	December Maine Correction...	6175-00 · Meetings - Other	224.25	224.25
Bill	12/17/2013	December Maine Correction...	6173-00 · Monthly	226.80	451.05
Total Mitton, Wayne				451.05	451.05
TOTAL				11,051.21	11,051.21

01/02/14

Maine County Commissioners Association
Unpaid Bills Detail
As of December 31, 2013

Type	Date	Num	Due Date	Aging	Open Balance
Bangor Payroll					
Bill Pmt -Ch...	12/31/2013				-4,921.99
Bill	11/22/2013		12/2/2013	29	3,160.77
Bill	12/31/2013	We...	1/10/2014		1,804.86
Total Bangor Payroll					43.64
Staples Credit Plan					
Credit	8/7/2013	482...			-682.49
Total Staples Credit Plan					-682.49
TOTAL					-638.85

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01/02/14

Accrual Basis

Maine County Commissioners Association

Income by Customer Detail

December 2013

Type	Date	Memo	Account	Amount	Balance
National Association of Counties					
Invoice	12/16/2013	Marketing for Perscription Card Program	4400-00 - Other Income	227.60	227.60
Total National Association of Counties				227.60	227.60
TOTAL				227.60	227.60

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Maine County Commissioners Association
Reconciliation Detail
MCCA Checking-Savings Bank, Period Ending 12/31/2013

Type	Date	Num	Name	Clr	Amount	Balance
Beginning Balance						75,072.66
Cleared Transactions						
Checks and Payments - 15 items						
Bill Pmt -Check	11/14/2013	3284	Mitton, Wayne	X	-226.80	-226.80
Bill Pmt -Check	11/20/2013	3285	Penobscot County ...	X	-68.29	-295.09
Bill Pmt -Check	11/25/2013	3287	Mitton, Wayne	X	-224.25	-519.34
Bill Pmt -Check	12/4/2013	3290	Maine Farm Bureau...	X	-1,382.00	-1,901.34
Bill Pmt -Check	12/4/2013	3291	Gorham Leasing Gr...	X	-164.35	-2,065.69
Bill Pmt -Check	12/4/2013	3292	Capitol Computers	X	-9.70	-2,075.39
Bill Pmt -Check	12/10/2013	3296	BCN Telecom	X	-251.22	-2,326.61
Bill Pmt -Check	12/10/2013	3293	Mitton, Wayne	X	-224.25	-2,550.86
Bill Pmt -Check	12/10/2013	3295	Bank of Maine	X	-84.47	-2,635.33
Bill Pmt -Check	12/10/2013	3294	Capitol Computers	X	-25.00	-2,660.33
Bill Pmt -Check	12/17/2013	3300	Kulow, Rosemary	X	-299.93	-2,960.26
Bill Pmt -Check	12/17/2013	3298	Mitton, Wayne	X	-226.80	-3,187.06
Bill Pmt -Check	12/17/2013	3299	Haven, Lauren	X	-33.31	-3,220.37
Bill Pmt -Check	12/31/2013		Bangor Payroll	X	-10,259.36	-13,479.73
Check	12/31/2013			X	-0.24	-13,479.97
Total Checks and Payments					-13,479.97	-13,479.97
Deposits and Credits - 2 items						
Payment	12/16/2013		National Associatio...	X	227.60	227.60
Deposit	12/31/2013			X	1.41	229.01
Total Deposits and Credits					229.01	229.01
Total Cleared Transactions					-13,250.96	-13,250.96
Cleared Balance					-13,250.96	61,821.70
Uncleared Transactions						
Checks and Payments - 3 items						
Check	11/8/2005	2533	TD Bank North, NA.		-34.00	-34.00
Bill Pmt -Check	5/15/2008		Howe, Cahill & Com...		-250.00	-284.00
Bill Pmt -Check	12/17/2013	3297	Maine Farm Bureau...		-1,382.00	-1,666.00
Total Checks and Payments					-1,666.00	-1,666.00
Total Uncleared Transactions					-1,666.00	-1,666.00
Register Balance as of 12/31/2013					-14,916.96	60,155.70

[Rosemary Kulow <Rosemary.Kulow@mainecounties.org>](mailto:Rosemary.Kulow@mainecounties.org)

2013 Right to Know Comm. Summary

1/1/2014, 8:17 AM

Joe and Diane <diane3333@myfairpoint.net>
To: rkulow@mainecounties.org

Wed, Jan 1, 2014 at 8:17 AM

Good morning Rosemary.

Attached you will find a summary of the 2013 Right To Know Committee. This is the draft summary. The final summary will be available after the Judicial Committee reviews the document. Will you please distribute this to the County Commissioners for the annual meeting? Thanks.

Regards,
Percy L. Brown, Jr.
Hancock County Comm.
RTK Representative

Right to Know Advisory Committee
December 17, 2013
Meeting Summary

Convened 1:10 p.m., Room 438, State House, Augusta

Present:

Sen. Linda Valentino
Rep. Kim Monaghan-Derrig
Richard Flewelling
Suzanne Goucher
Bill Logan
Judy Meyer
Chris Parr
Linda Pistner
Harry Pringle

Absent:

Perry Antone
Fred Hastings

Luke Rossignol
Joe Brown
Mal Leary
Mary Ann Lynch

Staff:

Henry Fouts
Colleen McCarthy Reid
Peggy Reinsch

Introductions

Representative Kim Monaghan-Derrig called the meeting to order and the members introduced themselves.

-

Public Access Ombudsman Update

Brenda Kielty, Public Access Ombudsman, addressed the Advisory Committee regarding the Advisory Committee's request for guidance on FOAA applicability to party caucus meetings of the Legislature. Ms. Kielty noted that there was no case law on point. She also noted that the Advisory Committee did review this issue in 2009 and ultimately decided to not take action, and to leave it to the Legislature's discretion. Ms. Kielty discovered a 2010 Attorney General letter she felt was on-point in its guidance, and felt that this should suffice the Advisory Committee's request for guidance. Summarizing the letter, Ms. Pistner stated the general proposition that party caucuses should be exempt from FOAA requirements, however, adding the caveat that the particular facts and circumstances surrounding the meeting must be taken into account, and that a court could rule that a supposedly exempt party caucus meeting did in fact rise to the level where FOAA would apply. After some discussion, the Advisory Committee was satisfied and moved on.

Subcommittee Updates

A. Public Policy and Legislative Subcommittees

Chris Parr provided an update regarding the actions of the Subcommittees in their joint meeting earlier in the day. All of the below draft items on the agenda were reviewed and approved by the subcommittees to be referred to the full Advisory Committee

- Meetings using communications technology for remote participation (LD 258)
- FOAA deadlines and appeals (PL 2013, c. 350)
- Relief from overly burdensome FOAA requests (MMA survey)
- Change reporting date for Public Access Ombudsman
- Add IT expertise to membership of Advisory Committee

The following draft item was rejected:

- Registers of Deeds, Social Security Number redaction authority – After hearing testimony from a representative of the Registers of Deeds, the subcommittees decided to abandon draft legislation to address the issue of SSN redaction by the Registers. Instead, the subcommittees recommended sending a letter to the Legislature's Joint Standing Committee on State and Local Government, advising them of the issue and leaving it to their discretion to take appropriate action.

Additionally, the Subcommittees considered the following items:

- Update on State e-mail management protocol – After review, the Subcommittees decided to take no action.
- Anonymous FOAA requests/Requiring FOAA requests in writing - After discussion, the Subcommittees decided to take no action.
- FOAA requests for commercial purposes - After discussion, the Subcommittees decided to take no action.
- Review of standard fees and fee schedules adopted by agencies - After review, the subcommittees decided to take no action.
- Review of allocation of responsibilities between the Advisory Committee and the Ombudsman- After review, the subcommittees decided to take no action.
- Drafts and working papers under FOAA – This issue was raised originally in the context of the recent Center for Disease Control controversy regarding the shredding of “working papers.” After discussion, the Subcommittees recommended that the Public Access Ombudsman make efforts to improve public education regarding the FOAA requirements around working papers and drafts. Ms. Kielty agreed, stating she would work with the State Archivist to come up with appropriate changes in training and available information on this issue.

B. Public Records Exception Subcommittee

Suzanne Goucher reported that the Subcommittee had completed its work as assigned and has developed recommendations to be discussed later in the meeting. Regarding the issue of the confidentiality of sentinel events reporting, the Subcommittee voted 2-0 to keep the status quo. Ms. Lynch was not physically present to vote. Although Ms. Lynch supports a change in the confidentiality of reported sentinel events, because of her position with the Judicial Branch, she will not advocate for any changes.

-
Action on recommendations from Subcommittees

A. Meetings using communications technology for remote participation (LD 258)

Several Advisory Committee members expressed concern with the drafted legislation's inclusion of elected officials in the allowance for remote meeting participation. One member was concerned about allowing remote voting. However, some of those concerned members voiced support for moving the recommendation to the Judiciary Committee because of the importance of addressing the issue in a comprehensive way. The Advisory Committee voted 10-3 to send the suggested legislation to the Judiciary Committee. (In favor: Senator Valentino, Representative Monaghan-Derrig, Ms. Goucher, Mr. Logan, Ms. Pistner, Mr. Rossignol, Ms. Lynch, Mr. Leary, Mr. Flewelling and Mr. Pringle; Opposed: Commissioner Brown, Ms. Meyer and Mr. Parr). Commissioner Brown wished to append to the Advisory Committee's Final Report his statement in opposition to LD 258 that he submitted to the Judiciary Committee.

B. FOAA deadlines and appeals (PL 2013, c. 350)

There was concern from some members that the 5-day deadline for a response to a FOAA request under current law was too burdensome, but most of the Advisory Committee felt that while the drafted legislation under consideration was not perfect, it was at least a good start. The Advisory Committee voted 10-3 to send the suggested legislation to the Judiciary Committee. (In favor: Senator Valentino, Representative Monaghan-Derrig, Mr. Flewelling, Ms. Goucher, Mr. Leary, Mr. Logan, Ms. Meyer, Ms. Pistner, Mr. Pringle and Mr. Rossignol; Opposed: Commissioner Brown, Ms. Lynch and Mr. Parr). Mr. Parr recommended a return to the "reasonable time" standard of the former law, citing the practical impossibility of compliance with the 5-day deadline.

C. Relief from overly burdensome FOAA requests

Garrett Corbin of the Maine Municipal Association shared the results of a survey sent out to municipalities regarding their experiences with "large-scale" FOAA requests. The Advisory Committee discussed the draft legislation providing judicial relief for agencies from overly burdensome FOAA requests, and Mr. Pringle moved to include a provision in the legislation to ensure that these cases received the same expedited review that FOAA appeals enjoy. The Advisory Committee voted 11-0 to recommend the draft

legislation with the aforementioned change. (In favor: Senator Valentino, Representative Monaghan-Derrig, Commissioner Brown, Mr. Flewelling, Ms. Goucher, Mr. Logan, Ms. Meyer, Ms. Pistner, Mr. Pringle, Mr. Rossignol and Mr. Parr; Opposed: none).

D. Change reporting date for Public Access Ombudsman

The Advisory Committee voted 11-0 to recommend legislation changing the date of the Public Access Ombudsman annual report to January 15. (In favor: Senator Valentino, Representative Monaghan-Derrig, Commissioner Brown, Mr. Flewelling, Ms. Goucher, Mr. Logan, Ms. Meyer, Ms. Pistner, Mr. Pringle, Mr. Rossignol and Mr. Parr; Opposed: none).

E. Add IT expertise to membership of Advisory Committee

The Advisory Committee voted 11-0 to recommend legislation expanding the membership of the Right to Know Advisory Committee to include an individual with expertise in Information Technology matters. (In favor: Senator Valentino, Representative Monaghan-Derrig, Commissioner Brown, Mr. Flewelling, Ms. Goucher, Mr. Logan, Ms. Meyer, Ms. Pistner, Mr. Pringle, Mr. Rossignol and Mr. Parr; Opposed: none).

F. Allow Registers of Deeds to redact Social Security numbers

The Advisory Committee voted 11-0 to send a letter to the Legislature's Joint Standing Committee on State and Local Government, apprising them of the issues identified by the Registers of Deeds and leaving appropriate action to their discretion. (In favor: Senator Valentino, Representative Monaghan-Derrig, Commissioner Brown, Mr. Flewelling, Ms. Goucher, Mr. Logan, Ms. Meyer, Ms. Pistner, Mr. Pringle, Mr. Rossignol and Mr. Parr; Opposed: none).

G. Discussion about retention of working papers and drafts

The Public Access Ombudsman will work with the records retention specialists in the State Archivist's office to develop guidance on the accessibility of working papers and drafts.

H. Public records exceptions

The Advisory Committee voted 11-0 to send the Public Records Subcommittee draft legislation regarding changes to the current public records exceptions to the Judiciary Committee. (In favor: Senator Valentino, Representative Monaghan-Derrig, Commissioner Brown, Mr. Flewelling, Ms. Goucher, Mr. Logan, Ms. Meyer, Ms. Pistner, Mr. Pringle, Mr. Rossignol and Mr. Parr; Opposed: none). The Advisory Committee decided to not send a letter concerning a review of water withdrawal statutes.

I. Public records exceptions review authority

The Advisory Committee discussed the Public Records Exceptions Subcommittee's draft legislation to require the Advisory Committee to review public records exceptions according to a certain schedule, starting in

2015. While the Advisory Committee already had a general requirement to review public records exceptions in statute, many members thought that having a particularized schedule for reviewing these exceptions embodied in statute was useful in giving that requirement more force, especially given the importance of the task. The Advisory Committee decided that given the limited legislative time in the upcoming Second Regular Session, and that the Subcommittee recommended a one year delay in the review process anyway, the Judiciary Committee could delay enacting legislation on this matter until the First Regular Session of the 127th Legislature. The Advisory Committee voted 12-0 to recommend that the Judiciary Committee pass legislation implementing the Subcommittee's new public records exceptions review, starting in 2015. (In favor: Senator Valentino, Representative Monaghan-Derrig, Commissioner Brown, Mr. Flewelling, Ms. Goucher, Mr. Leary, Mr. Logan, Ms. Meyer, Ms. Pistner, Mr. Pringle, Mr. Rossignol and Mr. Parr; Opposed: none).

Draft Annual Report

Staff submitted a draft annual report for the Advisory Committee's review. Staff will send out a final draft with the recommendations from this meeting included and will ask for comments and suggestions.

Future Meetings

The Advisory Committee is not planning to meet again until after the Legislature adjourns in 2014.

The Advisory Committee's final report for 2013 will be presented to the Legislature's Joint Standing Committee on the Judiciary on Tuesday, January 21 at 1:00 pm, Room 438, State House, Augusta.

The meeting was adjourned at 3:02 p.m.

Respectfully submitted,

Peggy Reinsch, Colleen McCarthy Reid and Henry Fouts