

# M.C.C.A.

William Blodgett, President  
Lincoln County

Peter Baldacci, Vice President  
Penobscot County

Thomas Coward, Secretary-Treasurer  
Cumberland County

Rosemary Kulow  
Executive Director

Lauren Haven  
Office Manager



Maine County Commissioners Association

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

[www.mainecounties.org](http://www.mainecounties.org)

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## MCCA Annual General Membership Meeting Agenda

10:00 a.m., January 13, 2016

Senator Inn, Augusta

- I. Call to Order, Introductions and Attendance
- II. Pledge of Allegiance
- III. Approval of/Additions to the Agenda
- IV. Approval of December 9, 2015 Board of Directors' Meeting Minutes
- V. President's Report
- VI. Approval of 2016 Directors
  - A. County Commissioner Directors
  - B. Affiliate Association Directors
- VII. Nomination & Election of MCCA Officers
- VIII. Approval of 2015 Budget Line Item Transfers
- IX. Approval of 2016 Budget
- X. Consideration of Approving Changes to MCCA Bylaws
- XI. Reports
  - A. Executive Director's Report
  - B. Financial Report
  - C. Legislative Report
  - D. Association Reports
  - E. Corrections Report
  - F. Annual Convention Report
  - G. NACo Report
- XII. Other Business
- XIII. Adjournment



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## MAINE COUNTY COMMISSIONERS ASSOCIATION

### MCCA Board of Directors' Meeting Minutes 10:00 a.m., December 9, 2015

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

President William Blodgett called the meeting to order at 10:05 a.m. The attendees recited the Pledge of Allegiance.

DIRECTORS PRESENT: *Androscoggin* – Comm. Beth Bell; *Aroostook* – Comm. Norman Fournier; *Cumberland* – Manager Peter Crichton proxy for Comm. Thomas Coward; *Franklin* – Comm. Gary McGrane; *Kennebec* – Comm. George Jabar II; *Knox* – Comm. Roger Moody; *Lincoln* – Comm. William Blodgett; *Oxford* – Admin. Scott Cole proxy for Comm. Steven Merrill; *Penobscot* – Comm. Peter Baldacci; *Piscataquis* – Comm. James Annis; *Somerset* – Comm. Newell Graf; *Waldo* – Comm. Amy Fowler; *York* – Comm. Michael Cote; *MACCAM* – Bill Collins; *MACT* – David Parkman; *MECCA* – Owen Smith; and *MSA* – Sheriff Todd Brackett.

OTHERS PRESENT: *Cumberland* – Commissioner Stephen Gorden and Assistant Manager Bill Whitten; *Kennebec* – Administrator Bob Devlin; *Knox* – Administrator Andy Hart; *Penobscot* – Administrator Bill Collins; *Piscataquis* – Interim County Manager Tom Lizotte; *Somerset* – Administrator Dawn DiBlasi.

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

#### II. Approval of/Additions to the Agenda

*Comm. Cote moved and Comm. Fowler seconded approving the agenda as presented. The motion was approved unanimously.*

### III. Approval of Meeting Minutes

Comm. Moody **moved** and Comm. Fowler **seconded** approving the minutes from the Board of Directors' meeting on November 18, 2015 as presented. The **motion** was approved with one abstention.

### IV. New Business

#### A. Senator Angus King's Staff to Discuss Senator's Position on WOTUS

Senator King's State Director Edie Smith was present, and Energy and Environment Legislative Assistant Morgan Cashwell attended the meeting via conference phone answering questions from participants. Background was given about Senator King's position and the work being done to get clarity on agricultural exemptions and more concise guidelines on compliance in the EPA-issued clean water rules. The Senator's letter to the EPA also signed by other Senators states, "However, while we cannot currently support the Federal Water Quality Protection Act, we believe the EPA and Army Corps of Engineers can and must do better to address the legitimate issues that have been raised in regards to the implementation of this rule. We call on the EPA and Army Corps of Engineers to provide clearer and concise implementation guidance to ensure that the rule is effectively and consistently interpreted."

The Maine anti-heroin/opiate initiative and the efforts being made by three task forces and medical associations to move the focus of law makers and law enforcement toward treatment rather than incarceration was discussed. The goal is to put resources in place to prevent opioid addiction instead of dealing with this issue as a chronic long-term disease that ultimately takes people down a path that leads to jail. One organization helping to suggest solutions is *Young People in Recovery* (YPR) a national advocacy organization which aims to influence public policy, making it easier for youth to find and maintain their recovery from addiction. YPR establishes city and state chapters, which act as vessels, carrying out the organizations vision and mission. It was suggested that it will be important for counties to determine the percentage of inmates who are addicted, the cost to jails on treatment, and the impact on the jail budget.

#### B. Budget & Finance Committee's Recommendation on Audit Firm

Comm. Fournier reported that eight proposals from reputable accounting firms have been received. The Budget and Finance Committee and Executive Director Rosemary Kulow reviewed and ranked them according to criteria established by the Board of Directors. The Finance Committee recommended the firm of Ron L. Beaulieu and Company which achieved the highest score of 100. Comm. Baldacci **moved** to accept the recommendation. Comm. Cote **seconded** the motion and it was unanimously approved.

### V. Old Business

#### A. Discussion of Proposed Amendments to MCCA Bylaws

Comm. Fournier requested a few corrections to the wording of the proposed amendments. Comm. Baldacci suggested clarifying, "one vote and only one vote per county." He also

asked if each point would be voted on separately. It is expected to be voted on as a package. However, extensions to the amendments could be submitted and debated before the vote at the general membership meeting in January. It was mentioned that only commissioners are authorized to vote on bylaw changes.

The revised copy of the proposed amendments will need to be sent out to the general membership prior to the annual meeting allowing sufficient time for review.

## **B. Discussion of the Proposed 2016 Budget**

Ms. Kulow invited questions regarding budget line items. She pointed out the additional account number 4800-00 for MainePERS contributions. 6135-00 Comm. Retirement Plaques has been changed to 6124-00.

Comm. Baldacci suggested a modest increase of dues rather than waiting and having a large increase in the future. The proposed budget shows no increase in dues for 2016.

There will be an opportunity at the annual meeting for more discussion before the vote.

## **VI. Reports**

### **A. Financial Report (Attached.)**

Executive Director Rosemary Kulow presented her reports. Comm. Moody made a motion to approve the Executive Director's Report and the Financial Report as written. Comm. Fournier seconded the motion, which was passed unanimously.

### **B. Executive Director's Report (See attached.)**

Comm. Blodgett commented that the meeting with Ms. Kulow, MMA President Stephan Bunker, and MMA Executive Director Stephen Gove was very positive. MMA plans to work with MCCA and MSA on any common goals to improve local government. It was Comm. Blodgett's sense that MMA would support the supplemental budget request as the outcome impacts local property tax. Mr. Bunker and Mr. Gove thanked MCCA for information about jail funding provided and stated they now had a better understanding of the issues. All were in favor of better communication between the organizations and plan to support each other on agreement points.

### **C. Legislative Report**

The group discussed the requested report which will be presented to the Department of Corrections incorporating input from MCCA and MSA. This report will identify concerns and issues resulting from Public Law ch. 335 with concrete numbers that demonstrate the problems.

Comm. Baldacci made a motion to appoint Rosemary Kulow as the MCCA representative who will work with MSA to develop the report and meet with the Department of Corrections. Owen Smith seconded the motion and it was approved unanimously.

The group discussed an issue concerning the court case involving the York County Probate Judge. It was not determined that MCCA should officially take a position on the matter.

#### **D. Association Reports**

**MACCAM:** Bill Collins reported the group will meet on December 28<sup>th</sup> in Bangor.

**MACT:** David Parkman reported that some counties are implementing new procedures for accepting restitution funds, adopting a “no cash” policy. In these counties, checks and money orders will be the only form of payment accepted. This will make the funds easier to track and apply to the correct account which will minimize errors.

**MCAA:** Comm. Cote reported that the Jail Standard Board would be meeting on Monday. There may be only two more meetings necessary to complete the task of combining redundant standards and omitting obsolete standards.

**MECCA:** Owen Smith reported the Association is developing rules for fire and medical protocols that will be put in place by the end of 2017. These protocols will contribute to new legislation. The group will elect an MCCA representative at their next meeting.

**MSA:** Sheriff Todd Brackett said there is a MSA meeting scheduled for December 17<sup>th</sup>. They plan to work through the jail legislation. They anticipate holding a media event to draw attention to the jails. They expect to publish a public service announcement for this purpose.

#### **E. Annual Convention Report**

Administrator Bill Collins reported that Penobscot County is planning to determine a date to tour possible venues for the 2016 convention.

#### **F. NACo Report**

The 2016 NACo Legislative Conference will be held February 20-24 in Washington, DC. The newest MCCA representative, Comm. McGrane, has made arrangements to attend with Penobscot Comm. Peter Baldacci and MCCA Executive Director Rosemary Kulow.

**VII. Other Business** - No other business was brought before the Board.

#### **VIII. Adjournment**

*Comm. Moody made a **motion** to adjourn at 12:20 p.m.; Comm. Fournier seconded the **motion**, which was unanimously approved.* The group adjourned to lunch.

Respectfully submitted,

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MCCA Office Manager, Lauren Haven

Attested:

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MCCA Secretary-Treasurer, Thomas S. Coward

**Maine County Commissioners Association  
Proposed List of 2016 Directors**

1. Androscoggin Commissioner [Beth Bell](#)
2. Aroostook Commissioner [Norman Fournier](#); proxy Comm. [Paul Underwood](#)
3. Cumberland Commissioner [Tom Coward](#); proxy Comm. [Steve Gorden](#)
4. Franklin Commissioner [Gary McGrane](#)
5. Hancock Commissioner [Steve Joy](#)
6. Kennebec Commissioner [George Jabar](#); proxy [Bob Devlin](#) or Comm. [Nancy Rines](#)
7. Knox Commissioner [Roger Moody](#); proxy [Andrew Hart](#)
8. Lincoln Commissioner [William Blodgett](#)
9. Oxford Commissioner [Steven Merrill](#); proxy [Scott Cole](#)
10. Penobscot Commissioner [Peter Baldacci](#); proxy [Bill Collins](#)
11. Piscataquis Commissioner [James Annis](#); proxy [Tom Lizotte](#)
12. Sagadahoc Commissioner [Charles Crosby](#); proxy [Pam Hile](#)
13. Somerset Commissioner [Newell Graf](#); proxy [Dawn DiBlasi](#)
14. Waldo Commissioner [Amy Fowler](#); proxy either Comm. [William Shorey](#) or Comm. [Betty Johnson](#)
15. Washington Commissioner [Christopher Gardner](#); proxy [Betsy Fitzgerald](#)
16. York Commissioner [Mike Cote](#)
17. Maine Assn of **County Clerks, Admins, & Mgrs** (MACCAM) [Bill Collins](#), Penobscot County
18. Maine **Emergency County Communications** Assn (MECCA) [Owen Smith](#), Waldo County
19. **Emergency Management** Agency Directors (EMAD) [Mike Smith, Somerset County?](#)
20. Maine **Registers of Deeds** Assn (MRDA) [Susan Bulay](#), Penobscot County
21. Maine Assn of **Registers of Probate** (MARP) [Kathleen Ayers, Kennebec County?](#)
22. Maine **Sheriffs** Assn (MSA) & Maine **Correctional Administrators** Assn (MCAA) merged  
Sheriff [Troy Morton](#), Penobscot County
23. Maine Assn of County **Treasurers** (MACT) [David Parkman, Waldo County?](#)





**2015**  
**Year-End Line Item Transfers**

<b>Amount To Transfer</b>	<b>Transfer to Account</b>	<b>Transfer from Account</b>
\$ 14.00	5020-00 Payroll Fees	5030-00 FICA
\$ 57.00	5120-00 Commercial, Crime, D&O Insurance	5110-00 Health Insurance
\$ 97.00	5130-00 Workers Compensation Insurance	5110-00 Health Insurance
\$ 1,443.00	6113-00 Convention Entertainment/Speakers	6121-00 Supplies
\$ 17.00	6173-00 Monthly Meetings	6175-00 Meetings - Other
\$ 211.00	6180-00 Mileage & Travel Expense	6041-00 NACo Conferences
<b>\$ 1,839.00</b>		
	Total from 5030-00 FICA:	\$ 14.00
	Total from 5110-00 Health Insurance:	\$ 154.00
	Total from 6121-00 Convention Supplies:	\$ 1,443.00
	Total from 6175 Other Meetings:	\$ 17.00
	Total from 6041 NACo Conferences:	\$ 211.00
	<b>TOTAL</b>	<b>\$ 1,839.00</b>



## **MCCA Executive Director's 2016 Budget Message**

On behalf of the MCCA Budget and Finance Committee, it is my pleasure to present for consideration a 2016 budget proposal for the Maine County Commissioners Association that shows a \$5,600 (2.3%) increase in the bottom line over the 2015 budget. The difference is made up by a higher level of undesignated fund balance use, but with no increase in membership dues. (See the Budget Narrative for more detail.) Revenue and expenditure totals are projected at \$252,150, in this budget that is unanimously recommended by the Committee.

2016 revenues are comprised mainly of county membership dues which remain the same at \$140,240, or \$8,765 per county. An assessment of \$25,000 on the Risk Management Pool adds to MCCA revenue, as does the use of up to \$31,265 from the undesignated fund balance. Other miscellaneous revenue rounds out the total, and more detail can be found on the budget spreadsheet and narratives.

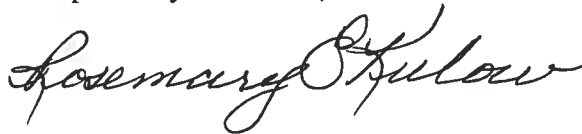
About \$47,500 in Convention revenue is estimated for 2016. This is less than was budgeted for 2015 and reflects the lower amount received in 2015. Expenditures for the 2016 convention are estimated at \$35,500. If these numbers are achieved, the convention would provide about \$12,000 more income than expenses for the Penobscot County convention in Bangor.

Employee salaries and benefits are based on projected salaries and actual benefit factors. Salary budgets for the Executive Director and Office Manager are projected to increase by 0.7% and 2.7% respectively, which equals a total budgetary increase of \$1,500 for both positions. Health insurance premiums for the POS C plan are increasing by 6.25% in 2016 and by 8.25% for the POS 200 plan. These are the two plans in which MCCA employees are currently participating. As a result, MCCA's health insurance budget is projected to increase by \$1,000.

NACo conference funding in account 6041-00 is funded at \$8,500 to pay for two conferences each for two County Commissioners and the MCCA Executive Director. All *transportation* expenses, whether mileage reimbursements for use of personal vehicle road travel or cab or airfare are paid from account 6180-00, Mileage & Conference Travel Expense.

Additional detail about the budget is found in the budget and account narratives; and as always, we welcome your questions and suggestions.

Respectfully submitted,

A handwritten signature in black ink, reading "Rosemary E. Kulow". The signature is fluid and cursive, with the first name being the most prominent.

Rosemary E. Kulow, Executive Director



**2016 MCCA**  
**EXECUTIVE DIRECTOR'S PROPOSED BUDGET**  
*as of 11-12-15*

INCOME ACCT. NO.	INCOME ACCOUNT	2015 BUDGET	INCOME as of 11-2-15	BALANCE REMAINING	% Rcvd To Date	PROPOSED 2016 BUDGET	Amount Difference	Percent Change
<b>4100-00</b>	<b>Convention Income</b>							
4110-00	Plaques	\$ -	\$ 66	\$ (66)			\$ -	
4120-00	Registration	\$ 30,000	\$ 27,753	\$ 2,247	93%	\$ 28,000	\$ (2,000)	-6.7%
4130-00	Sponsors	\$ 12,500	\$ 6,511	\$ 5,989	52%	\$ 8,000	\$ (4,500)	-36.0%
4140-00	Vendors/Exhibitors	\$ 12,500	\$ 11,585	\$ 915	93%	\$ 11,500	\$ (1,000)	-8.0%
	<i>Subtotal Convention Income</i>	<b>\$ 55,000</b>	<b>\$ 45,915</b>	<b>\$ 9,085.00</b>	<b>83%</b>	<b>\$ 47,500</b>	<b>\$ (7,500)</b>	<b>-13.6%</b>
<b>4300-00</b>	<b>Dues</b>	\$ 140,240	\$ 140,240	\$ -		\$ 140,240	\$ -	0.0%
<b>4400-00</b>	<b>Other Income</b>	\$ 500	\$ 3,318	\$ (2,818)	102%	\$ 1,100	\$ 600	120.0%
<b>4500-00</b>	<b>NACo Roster</b>	\$ 500	\$ 500	\$ -	100%	\$ 500	\$ -	0.0%
<b>4600-00</b>	<b>MCCA Risk Pool Asmt</b>	\$ 25,000	\$ 25,000	\$ -	100%	\$ 25,000	\$ -	0.0%
<b>4800-00</b>	<b>From MainePERS PDL Fund</b>		\$ 46,303	\$ (46,303)		\$ 6,500	\$ 6,500	
<b>4810-00</b>	<b>Interest Income</b>	\$ 50	\$ 41	\$ 9	82%	\$ 45	\$ (5)	-10.0%
<b>4920-00</b>	<b>Use of Und. Fund Balance</b>	\$ 25,260		\$ 25,260	0%	\$ 31,265	\$ 6,005	23.8%
	<b>TOTAL INCOME</b>	<b>\$ 246,550</b>	<b>\$ 261,317</b>	<b>\$ (14,767)</b>	<b>106%</b>	<b>\$ 252,150</b>	<b>\$ 5,600</b>	<b>2.3%</b>
EXPENSE ACCT. NO.	EXPENSE ACCOUNT	2015 BUDGET	EXPENSES as of 11-2-15	BALANCE REMAINING	% Exp To Date	PROPOSED 2016 BUDGET	Amount Difference	Percent Change
<b>5000-00</b>	<b>Payroll Expenses</b>							
5020	Payroll Fees	\$ 1,850	\$ 1,468	\$ 382	79%	\$ 1,850	\$ -	0.0%
5030	FICA (Soc Sec & Medicare)	\$ 7,750	\$ 6,210	\$ 1,540	80%	\$ 7,800	\$ 50	0.6%
5040	Maine PERS (Retirement)		\$ -	\$ -		\$ 6,500	\$ 6,500	
5050	Salary - Office Manager	\$ 37,000	\$ 30,389	\$ 6,611	82%	\$ 38,000	\$ 1,000	2.7%
5060	Salary - Executive Director	\$ 74,000	\$ 60,369	\$ 13,631	82%	\$ 74,500	\$ 500	0.7%
5070	IRS			\$ -			\$ -	
	<i>Subtotal Payroll Expense</i>	<b>\$ 120,600</b>	<b>\$ 98,436</b>	<b>\$ 22,164</b>	<b>82%</b>	<b>\$ 128,650</b>	<b>\$ 8,050</b>	<b>6.7%</b>
<b>5100-00</b>	<b>Insurance</b>							
5110	Health Insurance	\$ 20,000	\$ 16,447	\$ 3,553	82%	\$ 21,000	\$ 1,000	5.0%
5120	Commercial, Crime, D & O Ins	\$ 2,000	\$ 1,872	\$ 128	94%	\$ 2,100	\$ 100	5.0%
5130	Workers Compensation Ins	\$ 600	\$ 611	\$ (11)	102%	\$ 650	\$ 50	8.3%
5140	Unemployment Comp Ins	\$ 500	\$ 447	\$ 53	89%	\$ 500	\$ -	0.0%
	<i>Subtotal Insurance</i>	<b>\$ 23,100</b>	<b>\$ 19,377</b>	<b>\$ 3,723</b>	<b>84%</b>	<b>\$ 24,250</b>	<b>\$ 1,150</b>	<b>5.0%</b>
<b>6010-00</b>	<b>Professional Services</b>							
6011	Bookkeeping	\$ 250		\$ 250	0%	\$ -	\$ (250)	
6012	Legal Services	\$ 500		\$ 500	0%	\$ 500	\$ -	0.0%
6013	Audit	\$ 1,800		\$ 1,800	0%	\$ 4,800	\$ 3,000	166.7%
	<i>Subtotal Professional Service</i>	<b>\$ 2,550</b>	<b>\$ -</b>	<b>\$ 2,550</b>	<b>0%</b>	<b>\$ 5,300</b>	<b>\$ 2,750</b>	<b>107.8%</b>
<b>6030-00</b>	<b>Lobbying Expense</b>							
6030	Contractual Lobbying	\$ 2,000		\$ 2,000	0%	\$ -	\$ (2,000)	
6031	Lobbying Registration	\$ 300	\$ 200	\$ 100	67%	\$ 200	\$ (100)	
	<i>Subtotal Lobbying Expense</i>	<b>\$ 2,300</b>	<b>\$ 200</b>	<b>\$ 2,100</b>	<b>9%</b>	<b>\$ 200</b>	<b>\$ (2,100)</b>	<b>-91.3%</b>
EXPENSE	EXPENSE	2015	EXPENSES	BALANCE	% Exp	PROPOSED	Amount	Percent

**2016 MCCA**  
**EXECUTIVE DIRECTOR'S PROPOSED BUDGET**  
*as of 11-12-15*

ACCT. NO.	ACCOUNT	BUDGET	as of 11-2-15	REMAINING	To Date	2016 BUDGET	Difference	Change
<b>6040-00</b>	<b>NACo Conferences</b>							
6041	Conferences	\$ 8,400	\$ 5,975	\$ 2,425	71%	\$ 8,500	\$ 100	1.2%
	<i>Subtotal Professional Service</i>	\$ 8,400	\$ 5,975	\$ 2,425	71%	\$ 8,500	\$ 100	1.2%
<b>6050-00</b>	<b>Education &amp; Training</b>	\$ 500	\$ 145	\$ 355	29%	\$ 500	\$ -	0.0%
<b>6100-00</b>	<b>Bank Charges</b>	\$ 50	\$ 5	\$ 45	10%	\$ 50	\$ -	0.0%
<b>6110-00</b>	<b>Convention Expense</b>							
6113	Entertainment/Speakers	\$ 5,000	\$ 6,443	\$ (1,443)	129%	\$ 6,500	\$ 1,500	30.0%
6114	MCCA Staff Expense	\$ 1,000	\$ 809	\$ 191	81%	\$ 1,000	\$ -	0.0%
6118	Meeting Expense	\$ 26,000	\$ 24,761	\$ 1,239	95%	\$ 25,000	\$ (1,000)	-3.8%
6121	Supplies	\$ 3,250	\$ 1,115	\$ 2,135	34%	\$ 2,500	\$ (750)	-23.1%
6135	Commissioner Retire. Plaques	\$ 600	\$ 140	\$ 460	23%	\$ 500	\$ (100)	-16.7%
	<i>Subtotal Convention Exp</i>	\$ 35,850	\$ 33,268	\$ 2,582	93%	\$ 35,500	\$ (350)	-1.0%
<b>6140-00</b>	<b>Copies &amp; Printing</b>							
6142	Directory	\$ 825	\$ 788	\$ 37	96%	\$ 825	\$ -	0.0%
6143	Other Copying or Printing	\$ 150		\$ 150	0%	\$ 150	\$ -	0.0%
	<i>Subtotal Copies &amp; Printing</i>	\$ 975	\$ 788	\$ 187	81%	\$ 975	\$ -	0.0%
<b>6145-00</b>	<b>Dues Expense</b>	\$ 1,500	\$ 1,300	\$ 200	87%	\$ 1,400	\$ (100)	-6.7%
<b>6150-00</b>	<b>Office Equipment</b>							
6151	Computer Hrdwr & Sftwr	\$ 1,500	\$ 856	\$ 644	57%	\$ 1,500	\$ -	0.0%
6152	IT Services	\$ 3,250	\$ 2,025	\$ 1,225	62%	\$ 2,800	\$ (450)	-13.8%
6153	Photocopier Lease	\$ 2,000	\$ 1,644	\$ 356	82%	\$ 2,000	\$ -	0.0%
6154	Printer & Supplies	\$ 1,700	\$ 662	\$ 1,038	39%	\$ 1,200	\$ (500)	-29.4%
6155	Telephone System	\$ 200		\$ 200	0%	\$ 200	\$ -	0.0%
6156	Other Office Equipment	\$ 500		\$ 500	0%	\$ 500	\$ -	0.0%
	<i>Subtotal Office Equipment</i>	\$ 9,150	\$ 5,187	\$ 3,963	57%	\$ 8,200	\$ (950)	-10.4%
<b>6160-00</b>	<b>Fees</b>	\$ 150	\$ 74	\$ 76	49%	\$ 100	\$ (50)	-33.3%
<b>6170-00</b>	<b>Meeting Expense</b>							
6171	Annual/Full Membership Mtgs	\$ 1,500	\$ 1,272	\$ 228	85%	\$ 1,500	\$ -	0.0%
6172	County Officials Workshop	\$ 250		\$ 250	0%	\$ 250	\$ -	0.0%
6173	Monthly Meetings	\$ 3,000	\$ 2,438	\$ 562	81%	\$ 3,250	\$ 250	8.3%
6174	Retreat Meeting	\$ 1,500		\$ 1,500	0%	\$ 800	\$ (700)	-46.7%
6175	Other Meetings	\$ 800	\$ 159	\$ 641	20%	\$ 800	\$ -	0.0%
	<i>Subtotal Meeting Expense</i>	\$ 7,050	\$ 3,869	\$ 3,181	55%	\$ 6,600	\$ (450)	-6.4%
EXPENSE ACCT. NO.	EXPENSE ACCOUNT	2015 BUDGET	EXPENSES as of 11-2-15	BALANCE REMAINING	% Exp To Date	PROPOSED 2016 BUDGET	Amount Difference	Percent Change

**2016 MCCA**  
**EXECUTIVE DIRECTOR'S PROPOSED BUDGET**  
*as of 11-12-15*

6180-00	Mileage & Conference Travel Exp.	\$ 4,000	\$ 3,870	\$ 130	97%	\$ 5,200	\$ 1,200	30.0%
6195-00	Office Space Rental	\$ 18,375	\$ 14,741	\$ 3,634	80%	\$ 18,375	\$ -	0.0%
6215-00	Postage & Shipping	\$ 350	\$ 71	\$ 279	20%	\$ 250	\$ (100)	-28.6%
6230-00	Advertising	\$ 1,000		\$ 1,000	0%	\$ 750	\$ (250)	-25.0%
6235-00	Supplies	\$ 2,500	\$ 1,810	\$ 690	72%	\$ 2,500	\$ -	0.0%
6240-00	Telephone, Fax & Internet							
6241	Cell Phone	\$ 1,800	\$ 1,181	\$ 619	66%	\$ 1,600	\$ (200)	-11.1%
6242	Conference Call Line	\$ 100		\$ 100	0%	\$ -	\$ (100)	
6243	Phone, Fax, & Internet	\$ 3,000	\$ 1,340	\$ 1,660	45%	\$ 2,000	\$ (1,000)	-33.3%
	Subtotal Phone, Fax & Inter	\$ 4,900	\$ 2,521	\$ 2,379	51%	\$ 3,600	\$ (1,300)	-26.5%
6250-00	Website	\$ 250	\$ 18	\$ 232	7%	\$ 250	\$ -	0.0%
6260-00	Contingency	\$ 3,000	\$ -	\$ 3,000	0%	\$ 1,000	\$ (2,000)	-66.7%
<b>TOTAL</b>		<b>\$ 246,550</b>	<b>\$ 191,655</b>	<b>\$ 54,895</b>	<b>78%</b>	<b>\$ 252,150</b>	<b>\$ 5,600</b>	<b>2.3%</b>
	Percent Change	2.3%					\$ 5,600	







## **Maine County Commissioners Association**

### **2016 PROJECTED REVENUE**

#### **4100-00 CONVENTION INCOME - \$47,500**

##### **4110 Plaques - \$ 0**

This is a new account to show revenue collected from counties that have MCCA get plaques for county employees who are not commissioners. We are not showing a dollar amount because non-commissioner plaque revenue is not guaranteed.

##### **4120-00 Registrations - \$28,000**

This account collects all registration payments for convention registration, meals, and participation in activities. Reduced from 2015 budget because less revenue than anticipated was received for 2015 convention.

##### **4130-00 Sponsorships - \$8,000**

This account holds revenue from contributions paid by organizations or individuals who donate or sponsor an event. This amount again reflects lower amounts received from sponsors for the 2015 convention.

##### **4140-00 Vendors/Exhibitors - \$11,500**

This income is received from vendors, exhibitors, and advertisers at the convention who are there to market their goods and services. The decreased amount is reflective of less revenue received in 2015.

#### **4300-00 DUES - \$140,240**

This is the income received from member counties' annual dues. No increase is proposed for 2016.

#### **4400-00 OTHER INCOME - \$1,100**

Any other miscellaneous income that MCCA receives during the year that does not fit within listed budgetary categories is shown in this line. This includes payments from NACo for MCCA's marketing of programs sponsored by NACo, such as the discount health prescription drug and dental programs and the U.S. Communities joint purchasing program.

#### **4500-00 NACO ROSTER - \$500**

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.

**4800-00 From MainePERS PDL Fund - \$6,500**

Funds allocated from the MainePERS surplus PDL fund that will be used this fiscal year for the employer's contribution toward employee retirement in MainePERS.

**4810-00 INTEREST INCOME - \$45**

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

**4920-00 TRANSFER FROM FUND BALANCE - \$31,265**

Surplus funds to be used from the undesignated fund balance to offset budget expenditures are shown in this account. The amount recommended is well within the parameters established by the *Financial Management & Investment Policy*. MCCA expects approximately \$150,000 as the general fund balance at the end of 2015, and Section 4. Fund Balance of the *Financial Management & Investment Policy* states, "The MCCA hereby establishes a policy that requires the MCCA to maintain a minimum undesignated fund balance equal to approximately **two months expenditures.**"

MCCA's average monthly expenditure is \$20,697, and the highest level has been \$42,620. The average monthly expenditure added to the highest level totals \$63,317, which might be considered the lowest level of acceptable undesignated fund balance for MCCA. Subtracting the amount of surplus recommended for use with the 2016 budget from the projected surplus fund balance of \$150,000 leaves a healthy fund balance of \$117,335.

**TOTAL REVENUE PROJECTED FOR 2016 - \$252,150**

## **Maine County Commissioners Association**

### **PROJECTED 2016 EXPENSES**

#### **5000-00 PAYROLL EXPENSES - \$128,650**

##### **5020-00 Payroll Fees - \$1,850**

MCCA pays this to Bangor Payroll for preparing MCCA's payroll and reports for employees, the IRS, Maine Dept. of Revenue, MMEHT, and MainePERS. No change is proposed for 2016.

##### **5030-00 Social Security & Medicare (FICA) - \$7,800**

This account funds payments for Social Security and Medicare. The contribution for FICA is 7.5% of employee salaries after contributions toward health insurance are deducted from employees' gross salaries. The contribution is 7.5% for both the employer and the employee.

##### **5040-00 Maine PERS - \$6,500**

MCCA now pays the employer contribution, since the PLD surplus was turned over to MCCA. MCCA's contribution for this non-COLA-adjusted retirement program is now 5.6% of the employees' gross salary, and the employee's contribution is 7.5%.

##### **5050-00 Office Manager's Salary - \$38,000**

The budget for the Office Manager's salary provides for a 3% raise at her anniversary date of hire in October.

##### **5060-00 Executive Director's Salary - \$74,500**

The budget for the Executive Director's annual salary is shown with a \$500 increase in available funding.

#### **5100-00 INSURANCE - \$24,250**

##### **5110-00 Health Insurance - \$21,000**

Amounts MCCA pays for employee health insurance are posted to this line. MCCA utilizes the health insurance services offered by the Maine Municipal Employees Health Trust (MMEHT). Employees are allowed to choose one of three plans offered, and MCCA pays 90% of the single employee premium for the employee's chosen plan. In 2014 the board voted to apply an additional \$2,000 per year toward the additional cost of the Husband & Wife plan along with 90% of the cost of the single employee plan.

MMEHT informed us that in 2016 the cost of premiums for the POS C plan will increase by 6.25%, and the POS 200 plan increases by 8.25%. These are the two types of health insurance plans currently used by MCCA employees.

**5120-00 Commercial, Crime Protection, & Officers' & Directors' Insurance - \$2,100**

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 - \$661** – Liberty Mutual via Macomber, Farr & Whitten; effective 8/23/15 – 8/23/16
- **Crime Protection - \$492** – Ohio Casualty Group via Macomber, Farr & Whitten, effective 6/19/15 – 6/19/16
- **Directors & Officers - \$852** – Twin City Fire Insurance Co., via Macomber, Farr & Whitten; effective 4/22/15 – 4/22/16

**5130-00 Workers Compensation Insurance - \$650**

Amounts paid for workers compensation insurance for employees are posted to this line. The policy is effective 7/2/15-7/2/16. The annual premium quoted to us was \$589; however, so far in 2015 we have exceeded our \$600 budget by \$11.

**5140-00 Unemployment Compensation Insurance - \$500**

MCCA participates with the MMA Unemployment Compensation Insurance program in an effort to control potential unemployment compensation insurance costs as a member of a large pool. The same budget of \$500 should be adequate.

**6010-00 PROFESSIONAL SERVICES - \$5,300**

**6011-00 Bookkeeping - \$0**

This cost has now been removed from the budget, since the Office Manager does all bookkeeping for the association.

**6012-00 Legal Services - \$500**

This line contains an appropriation at no change from last year's allocation for legal services.

**6013-00 Financial Audit - \$4,800**

An audit of MCCA's finances is required at least every two years, and this is the year an audit needs to be done for the past two years. Because the cost for an 18 month audit was \$3,600, we have increased the budget for the 2-year audit accordingly. The actual cost will be determined by the proposals we receive and ultimately accept.

**6030-00 LOBBYING - \$200**

**6030-00 Contractual Lobbying - \$0**

Contractual lobbying service was not used in 2014; and so far in 2015 the MCCA has not received a bill for contractual lobbying service. Therefore, I am proposing to

eliminate funding for contracted lobbying in 2016. The MCCA Executive Director and other members of the MCCA can perform the required lobbying functions for the association without having to pay a contracted lobbyist.

**6031-00 Lobbying Registration - \$200**

Those who engage in lobbying activities at the Maine Legislature are required to pay a registration fee to the Maine Ethics Commission. The fee for a lobbyist registration is \$200.

**6040-00 NACo CONFERENCES - \$8,500**

This funding pays for conference registration, hotel, and meal expenses for two conferences each for two county commissioners and the executive director. Travel reimbursements for conferences are paid from the Mileage & Travel Expenditure account 6180-00.

**6050-00 EDUCATION & TRAINING - \$500**

Payments for staff to attend necessary and beneficial work-related educational sessions are posted to this account.

**6100-00 BANK CHARGES - \$50**

Bank charges and fees are posted to this account.

**6110-00 ANNUAL CONVENTION EXPENSES - \$35,500**

**6113-00 Entertainment/Speakers - \$6,500**

Based on the last conference, it is estimated that up to about \$5,000 may be needed to compensate speakers and entertainment for the 2016 convention.

**6114-00 MCCA Staff Registration Expense - \$1,000**

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

**6118-00 Meeting Expense - \$25,000**

It is estimated that about \$26,000 will be needed for the venue, including meals, etc.

**6121-00 Supplies - \$2,500**

Supplies purchased for the convention are shown in this account. This includes beverages and snacks, decorations, signs, paper, equipment, and other supplies.

**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 - \$975**

### **6142-00 Directory - \$825**

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

### **6143-00 Other Copying or Printing Charges - \$150**

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

## **6145-00 DUES EXPENSE - \$1,400**

Dues for memberships are posted to this account. Currently, MCCA pays dues to the following organizations: NACo/NCCAE – \$500; MMA – \$600; and ICMA – \$200.

## **6150-00 OFFICE EQUIPMENT - \$8,200**

### **6151-00 Computer Hardware & Software - \$1,500**

Any purchases of computer hardware or software are posted here. One known piece of hardware suggested for 2016 is a laptop for the Executive Director that can be used for off-site work.

### **6152-00 IT Services - \$2,800**

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

### **6153-00 Photocopier Lease - \$2,000**

The MCCA Xerox photocopier is leased through Gorham Leasing Group at a cost of \$164.35 per month. Included in the leasing fee is regular service, charge-per-copy, reduced cost for supplies, and same-day service for problem resolution.

### **6154-00 Printers & Printer Supplies - \$1,200**

The cost of printers and supplies such as toner, ink cartridges, and paper is charged to this account. The increased funding level is a reflection of the high cost of toner.

### **6155-00 Telephone System - \$200**

This funding would pay for upgrades or repairs to the phone system. Although none are anticipated at this time, it would be safe to have a small allocation here in case it's needed.

### **6156-00 Other Office Equipment - \$500**

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 - \$100**

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

**6170-00 MEETING EXPENSE - \$6,600**

**6171-00 Annual & Other Membership Meetings - \$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 - \$3,250**

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

**6174-00 Retreat Meeting Expense - \$800**

This line funds a Commissioners' retreat for planning or other meeting purposes.

**6175-00 Other Meeting Expenses - \$800**

Any other meeting expenses that do not appropriately fit within any of the categories above are posted here. The cost of facility rental and refreshments for special meetings are charged to this account.

**6180-00 MILEAGE & CONFERENCE TRAVEL EXPENSE - \$5,200**

This expenditure line is increased by \$1,200 from 2015 to pay for airfare for additional conferences. The increase is due to the fact that MCCA has added an additional commissioner as a representative to NACo. The amount has been offset by a \$2,000 payment from NACo because Maine has now achieved 100% membership.

Funds in this account reimburse staff for mileage associated with use of personal vehicles for work-related travel and airfare and other transportation costs associated with conferences and continuing education for commissioners and staff.

**6195-00 OFFICE RENTAL - \$18,375**

This account is used to pay the Maine Farm Bureau for leasing office space at 4 Gabriel Drive, Augusta. A new monthly lease amount of \$1,497 became effective April 1, 2015.

**6215-00 POSTAGE - \$250**

Amounts paid for postage and shipping are posted here; the amount is reduced from last year.

**6230-00 ADVERTISING - \$750**

Advertising costs for marketing programs, providing notice to the public, advertising requests for proposals, and employee hiring processes are shown in this account.

**6235-00 SUPPLIES - \$2,500**

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 - \$3,600**

**6241-00 Cell Phone - \$1,600**

Reimbursements to the Executive Director and Office Manager for using their cell phones for work are posted to this account. The current maximum reimbursement rate is \$75 per month for both employees.

**6242-00 Conference Call Set-up - \$0**

This funding is not necessary, as no specific charge has ever been assessed for MCCA to have the ability to host conference calls.

**6243-00 Other Telephone, Fax & Internet - \$2,000**

Monthly charges from TWC for telephone, fax, and Internet services are posted to this account. This is a reduction from the previous company's charges.

**6250-00 WEBSITE - \$250**

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

**6260-00 CONTINGENCY ACCOUNT - \$1,000**

With approval from the Executive Committee, this account funds emergency expenditures not otherwise identified in the budget. Money remaining at year's end reverts to fund balance.

**TOTAL EXPENDITURES PROJECTED FOR 2016 - \$252,150**



**December 22, 2015**

**PROPOSED AMENDMENTS TO THE  
BY-LAWS OF THE  
MAINE COUNTY COMMISSIONERS ASSOCIATION**

**ARTICLE I. NAME AND PURPOSE**

Name                                      Section 1. The name of this organization shall be Maine County Commissioners Association, Inc., hereinafter called the "Association".

Purpose                                    Section 2. This Association shall be a nonpartisan organization serving Maine County Government, whose core functions are:

- a. 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.
- b. To enhance management of county government by providing quality member services for all Maine counties.
- c. To provide programming, services, information and education that supports member services for all Maine counties.
- d. To promote public awareness of the vital role of county government.
- e. 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.
- f. To ensure professionalism and sound business practices in the management of the Association.

Section 3. 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.

**ARTICLE II. MEMBERSHIP**

Eligibility                                Section 1. 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, unless otherwise enumerated herein or defined by resolution of the

Board of Directors. 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 solely empowered to employ or contract for an Executive Director and related support services.

The Board of Directors shall periodically review the performance of the Executive Director.

Staff and  
Administrative Support

Section 5. An Executive Director shall manage the affairs of the Association and otherwise provide administrative support under the direction of the officers and directors and on such terms ~~and at such salary as may be prescribed by agreement and as may be identified in the annual budget. 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 the 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.

However only the Board of Directors ~~It shall be responsible for interviewing individual candidates seeking employment as Executive Director, or representatives of firms wishing to provide for position of Executive Director functions and related~~

administrative services to the Association, unless said interview responsibility is expressly delegated to an ad hoc committee created and charged by Board resolution, and recommend selection to the full Board. The Executive Committee periodically review 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 comprised of those who participate in the weekly legislative conference calls, drawing one vote from each of the sixteen counties plus one vote from each of the following organizations for a total of 24 votes:
  - 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
- 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. With the exception of ad hoc committees created to interview candidates or firms seeking the position of Executive Director, 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 election of 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 Representatives

Section 5. The Board of Directors shall elect a two Commissioners from ~~a county~~ counties which ~~is a~~ are members 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 Representatives.

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 membership 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 IV of these Bylaws may be heard in debate. ~~or may vote at any membership meeting.~~ Each county shall have one vote, and only one vote, at any membership 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 for business. It 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.

A representative from any of the following organizations shall be allowed to attend all Directors' Meetings and also allowed to speak at any Directors' meeting at the discretion of the President:

- 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

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, B~~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 or other person or persons to be selected by the Officers and Directors.

Bond

Section 4. If so established by contractual terms, the Executive Director shall furnish a satisfactory surety bond or such other instrument 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 of 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, provide the proposed amendments shall have been sent by ordinary mail or e-mail to all Commissioners of members counties <del>and Directors of the Associations</del> 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 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



## MCCA Executive Director's 2015 Annual Report

### CORRECTIONS

2015 has been quite a year, beginning with the demise of the Maine Board of Corrections due to insufficient membership and the ultimate passage of legislation that eliminated the BOC and turned its functions over to the Department of Corrections. No, the new law did not “give the jails back to the counties,” it replaced the BOC with the DOC and provided an inadequate level of state funding with many strings attached.

\$2.4 million in a supplemental budget request was approved by the Legislature for jails in January 2015, and when the DOC finally distributed the funding to counties in one lump sum months later, it used a formula based on average daily prisoner numbers from the previous year.

Another \$2.46 million will be requested for supplemental funding in January 2016 because the Legislature reduced the \$14.6 million appropriation originally approved to \$12.2 million, which already fell far short of counties’ projected need of more than \$18 million.

### LEGISLATION

Counties were interested in several other bills in the Legislature in 2015, as well. *Bills supported by MCCA that passed were as follows:*

- LD 114 – Resolve, Authorizing the Bureau of General Services to Sell Certain Property to Kennebec County
- LD 166 – An Act to Allow York County to Better Provide Rescue and Ambulance Services, as amended was carried over to next session.
- LD 339 – An Act to Clarify that the Telephone Number 911 is the Primary Number Advertised or Promoted for Emergency Response Services
- LD 756 – An Act to Enhance the Address Confidentiality Program Regarding Property Records
- LD 967 – An Act to Establish Municipal Cost Components for Unorganized Territory Services to be Rendered in Fiscal Year 2015-16
- LDs 1085-1088 – Right to Know Advisory Committee bills
- LD 1256 – An Act to Improve the Safety and Survival of 911 Callers and First Responders

*Bills MCCA opposed that did not become law included:*

- LD 29 – An Act to Establish a Local Option Real Estate Transfer Tax
- LD 342 – An Act to Reduce the E911 Surcharge
- LD 530 – An Act to Improve Public Sector Collective Bargaining Laws
- LD 657 – An Act to Provide Enhanced Mental Health Services to the County Prison Population

## MCCA Executive Director's 2015 Annual Report

- LD 698 – An Act to Establish a Presumption of Impairment in the Line of Duty for Corrections Officers under the Workers' Compensation Laws
- LD 857 – An Act to Prohibit Public Endorsement of Candidates for Office by County Employees and Elected Officials
- LD 972 – An Act to Provide for the Nonpartisan Election of County Officials
- LD 974 – An Act to Provide Compensation to a Corrections Officer Injured by a Patient or Prisoner
- LD 1155 – An Act Concerning Electronic Monitoring and Increased Bail for Certain Crimes Involving Violence
- LD 1159 – An Act to Modify the Property Tax Abatement Laws

*Bills MCCA opposed that became law included:*

- LD 440 – An Act to Create a Secure, Therapeutic Mental Health Unit was *carried over* to next session.
- LD 1013 – An Act to Prevent the Shackling of Pregnant Prisoners became PL 315.
- LD 1325 – An Act to Ensure a Public Process when Discontinuing or Abandoning a Public Road was *carried over* to next session. MCCA supported MMA's position on this bill.

### ANNUAL MCCA CONVENTION

After a great deal of planning and preparation by Hancock County personnel and MCCA staff, this year's annual MCCA convention was held in Bar Harbor, Hancock County at the Atlantic Oceanside Resort & Conference Center in September. The convention was well attended, although at 152, attendance was relatively lower than some previous conventions. 109 county employees and elected officials and 43 guests attended the convention. Income totaled \$45,915: \$27,753 from registrations, \$6,511 from sponsorships, \$11,585 from twenty-three vendors/exhibitors, and \$66 from counties for plaques.

Many attendees commented how valuable and interesting the educational sessions were, and vendors were centrally located for all to visit easily. The cost of the facility/food initially billed to MCCA was \$21,534.80, but Office Manager Lauren Haven was able to negotiate the bill down to \$20,716.80, providing a cost savings of \$818. This cost includes the Acadian Nature Cruise at \$1,334. Fifty-eight people went on the cruise at a cost of \$23 per person. The food and entertainment were top notch, and a good time was had by all.

Twenty-one evaluation forms were received, compiled, and summarized; and a copy of the summary was provided to the Board of Directors.

## MCCA Executive Director's 2015 Annual Report

### NACo LEGISLATIVE CONFERENCE IN WASHINGTON, DC

After getting off to a slow start because of cancelled flights and bad weather in Washington DC Saturday, we were all at the conference site by late Sunday afternoon. Monday morning brought an early meeting with the Northeast Caucus, then the opening session with keynote speaker, Vice-President Joe Biden. After the Vice-President's speech, I attended a meeting of my professional association, the National Council of County Association Executives (NCCAE), and then ate lunch at the Attendees Luncheon where several awards were presented. That afternoon, I participated in a leadership training session sponsored by the NCCAE, and after that I met my fellow Mainers to go to Capitol Hill to visit with Senator Collins.

Tuesday's General Session was followed by our Capitol Hill visit with Congressman Poliquin, a tour of the Library of Congress, and meetings with Senator King and Congresswoman Pingree. The meetings with our Congressional delegation were very productive, as we discussed the federal issues, programs, and funding that are of importance to county government. Our legislators were very attentive, willing to help, and glad to see us. They spent a significant amount of time with us and treated us with utmost respect and consideration. Our meetings definitely helped forge the relationships necessary to influence public policy.

The conference concluded with the President's Reception Tuesday evening. Although we had to miss some educational sessions throughout the day because of our Capitol Hill schedule, valuable work was accomplished with the Maine Congressional delegation.

### VISITS TO COUNTY COMMISSIONERS' MEETINGS

Throughout 2015 I visited all sixteen counties, some more than once, and attended meetings of the county commissioners. I am always thoroughly impressed by the breadth of issues county governments face and how professionally dealt with they are by each county. I thank each and every county government elected official and employee for their public service and hospitality.

### STRATEGIC PLAN IMPLEMENTATION

MCCA continues to carry out the goals and objectives of the adopted strategic plan. As a refresher, the main goals of the strategic plan are listed below.

GOAL I. Hold an *annual convention* of the MCCA that will provide opportunities for education, information sharing, networking, and county government promotion.

GOAL II. Support and encourage the improvement of the *county corrections (jails)* system.

## MCCA Executive Director's 2015 Annual Report

- GOAL III. Provide opportunities for *education and professional development* that will enhance quality delivery of county government programs and services.
- GOAL IV. Promote sound *fiscal management* practices and the use of *cooperative services*.
- GOAL V. Encourage and promote healthy and positive *intergovernmental relations* among counties and with the State, Municipalities, and the public.
- GOAL VI. 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.
- GOAL VII. Provide *programming and services* that support members in meeting public expectations for comprehensive, effective, and efficient service delivery.

A County survey questionnaire was sent to all counties, and the results indicated that most respondents want MCCA to maintain the status quo and not initiate many new or ambitious programs or projects at this time.

An Ethics Committee was established, and an ethics policy which applies to MCCA directors and employees was adopted as part of the Personnel Policy. A *Professionalism in Management Committee* has not yet had its membership determined.

### MCCA & MSA WORKING TOGETHER

MCCA worked with the Maine Sheriffs' Association throughout the year to identify and develop a joint message in regard to county corrections and positions on legislation. In February the MCCA and MSA Executive Committees met to discuss LD 186 – the proposed legislation to reverse jail consolidation & agree on core principles. The MSA was represented on the MCCA Corrections Committee, and the committee met in July to discuss various topics and issues associated with county jails. Finally, in November, MCCA and MSA held another joint meeting at the Governor Hill Mansion to discuss the counties' position on correction legislation for the 2016 legislative session.

### COUNTY DAY

In order to recognize that April is National County Government Month and showcase Maine counties, we arranged to hold "County Day" in the Hall of Flags at the Maine State House Wednesday, April 22<sup>nd</sup> from 9:00 am – 1:00 pm. This event provided an opportunity for counties to highlight their unique communities, resources, attractions, and sights. Tables were set up, and refreshments were available for exhibitors and visitors.



## MCCA Executive Director's 2015 Annual Report

County Day was a well-attended, successful celebration of county government in Maine. Although several counties were well represented, we encourage increased participation next year so that *all* counties are present. Visitors were very interested in the displays and seemed happy to linger and talk with county representatives. Several state legislators stopped by to chat, as well.

### SALES TAX EXEMPTION

After following up with the Maine Department of Revenue several times and not getting an answer, I finally ascertained in June that the Maine Department of Revenue certified that MCCA is exempt from state sales tax. MCCA staff has been filing MCCA's sales tax exemption with all of its vendors.

### NACo ANNUAL CONFERENCE IN CHARLOTTE, NC

The 2015 annual National Association of Counties (NACo) conference was held in beautiful Charlotte, North Carolina July 10-13. Many educational opportunities and business meetings were available concerning any number of important issues facing American counties. Numerous steering committees and their subcommittees met throughout the conference to develop policy positions for consideration by the NACo Board of Directors and the convention body as a whole. NACo has the following steering committees: Agriculture and Rural Affairs; Community, Economic & Workforce Development; Environment, Energy, and Land Use; Finance, Pensions & Intergovernmental Affairs; Health; Human Services & Education; Justice & Public Safety; Public Lands; Telecommunications & Technology; and Transportation.

I serve on the **Agriculture & Rural Affairs Steering Committee**, and at this year's meeting Saturday morning we discussed how the U.S. Dept. of Commerce's Economic Development Administration investment policy is designed to establish a foundation for sustainable job growth and build strong regional economies. We also heard a very interesting presentation about how Churchill County, Nevada, home to Naval Air Station Fallon, the Navy's premier tactical air warfare training center, works with the Naval Air Station to guide growth and development to insure that lands around NAS Fallon remain compatible with the installation's training mission. This is primarily accomplished through the protection of local and historic ranchland.

Later in the meeting we discussed the use of agricultural biotechnology, which has been around for many years. During the session, a panel of county officials discussed their involvement with the technology within the context of their role as county commissioners. Later in the Steering Committee meeting, the committee voted to support the promotion of labeling of GMO food. NACo's adopted position is that "*NACo urges Congress to support country-of-origin labeling (COOL) provisions in any agricultural authorizing or appropriation bills. NACo strongly urges the federal government to encourage that all fruits, vegetables, meats and other*

## **MCCA Executive Director's 2015 Annual Report**

*foodstuffs entering the United States be legibly and indelibly labeled in such manner as to indicate to the consumer the country of origin.”* Although NACo continues to support COOL, the requirement for labeling country of origin on food was eliminated from the Omnibus federal budget package in December to avoid costly counter tariffs from other countries.

NACo voted to support a GIPSA ruling that ensures a fair, competitive market for all grain and livestock producers. NACo also supports a comprehensive plan to address the co-habitation of genetically engineered and non-genetically engineered crops to provide a strong and robust agriculturally-based economy. Furthermore, NACo supports policies provided by the U.S. Department of Agriculture that standardize or unify regulation of genetically engineered crops which alleviate the need for county or municipal governing bodies to regulate, investigate or enforce regulation of related ordinances or laws.

On Saturday I also attended a state association Meeting Planners Roundtable Discussion, at which time we talked about best practices for planning for and hosting conferences for state associations of counties. Good ideas and information were shared at this roundtable. This meeting was followed by lunch in the Exhibitors' hall, then a peer roundtable discussion about infrastructure financing possibilities for counties. With an ever-growing need to build, replace, and/or maintain infrastructure at the same time residents are calling for fiscal restraint, counties are challenged to develop innovative public finance strategies. We heard about successful projects that were achieved due to the financial strategies that were deployed, as well as lessons learned from not so successful projects.

The Opening General Session held later Saturday afternoon was presided over by outgoing NACo President, the Honorable Riki Hokama, with featured speakers, Jerry Abramson, Deputy Assistant to the President in White House Intergovernmental Affairs and the Honorable Ashton Carter, U. S. Secretary of Defense.

Sunday began with a workshop about Criminal Justice Coordinating Councils, but then I had to move quickly over to advanced leadership training on Building Effective Working Relationships, - a continuing education course offered by my professional association, the National Council of County Association Executives (NCCAE). This course provides credits toward State Association Executives' certification.

The afternoon began with a packed meeting of the Immigration Reform Task Force, which was extremely interesting. Folks in this meeting shared their experiences of developing and working with immigration policies for their counties and cities. They stressed how important it was to get elected officials to get on board with an immigration task force and to stress the importance of the business factor. When making presentations to the citizenry, the use of statistics and analyses can demonstrate clearly how immigrants positively affect the economy by providing successful new local businesses and qualified personnel to add to the labor pool. This is especially beneficial in areas where population is diminishing. The meeting of the



## **MCCA Executive Director's 2015 Annual Report**

Immigration Reform Task Force was immediately followed by the annual conference's business meeting of my fellow state association executives.

Monday began with another NCCAE continuing education session on meeting planning, which was followed by the full meeting of the NACo convention, including the election of officers. This meeting is the culmination of the convention's business because at this meeting all the resolutions developed and adopted by the steering committees are considered and voted on. Added excitement is provided by the election of NACo officers, which is conducted in a format similar to a political party's convention.

The Northeast Region Caucus, which provides Maine and other northeastern states the chance to discuss regional issues and stay connected with the NACo Board of Directors through its elected board member, met after the NACo meeting this year. The Northeast Region also meets on a monthly conference call. These meetings provide an opportunity for NACo updates about legislative activity and a time to discuss regional issues northeast states have in common.

The closing general session was held Monday afternoon, at which time the U.S. Secretary of Transportation and Journalist, Soledad O'Brien, spoke to the assembly. The general session was spearheaded by newly elected NACo President, the Honorable Sally Clark. President Clark's administration will focus on investment in humanity and community.

The convention concluded with a conference celebration, which began at the NASCAR Hall of Fame located next door to the convention center. Folks moved over to the ballroom for dinner served at stations around the hall and a dance with music provided by an excellent live band. All in all, Mecklenburg County's hosting of the annual NACo conference was a huge success and very enjoyable and enlightening. I recommend that every county official who is serious about doing their best for their constituents attend at least one NACo conference, if at all possible. It's amazing what can be learned from these gatherings and how beneficial the new relationships forged can be for us and our counties.

### **ETHICS POLICY**

President Bill Blodgett appointed members to the Ethics Committee who met and determined that an official Ethics Policy already exists in the MCCA Personnel Policy. The committee stated that the policy is sufficient for the association and no additional policy is needed. The committee membership is comprised of Comm. Norman Fournier, Comm. Amy Fowler, and Comm. Roger Moody.

### **IMPLEMENTATION OF P.L. CH. 335 – An Act to Reverse Jail Consolidation**

Since Chapter 335 became public law, Maine counties working in conjunction with the Department of Corrections has worked to implement the new law. Beginning with the DOC's determination of the funding distribution formula, the various points of the law have been and

## MCCA Executive Director's 2015 Annual Report

are being implemented. Counties face several hardships associated with the new law, however; and county administrators and managers met with me to talk about what some of them are. Highlighted points of our discussion appear below and have been communicated to the Commissioner of the DOC along with a request for them to be addressed in the department's report to the Maine Legislature's Joint Committee on Criminal Justice & Public Safety on January 15, 2016.

1. The final, approved state funding amount from the General Fund (\$12,202,104) was \$2,465,896 short of the originally approved \$14,668,000, and far short of the need projected at slightly more than \$18 million.
2. In order to present statements of need to the Criminal Justice & Public Safety Committee in the report, Dept. of Corrections Commissioner Dr. Fitzpatrick will most likely require justification from counties shown by up-to-date financial reports and realistic budget projections.
3. The amount of the increased funding from Fines Surcharge is so relatively small, that it has little positive impact on county jail budgets. The amount provided to counties from this revenue source should be increased further.
4. Transportation of inmates could be improved with better use of hubs and buses.
5. Some other increases in cost are caused by inmate medical costs and housing inmates in hospitals while sentences are pending for inmates.
6. In addition, jails and jail staffs are not equipped to handle at the same cost, the additional numbers of inmates expected to be arrested as a result of increased enforcement of illegal drug laws. As the first place of "stabilization" for inmates, counties should be involved in discussions and planning at the state level to deal with the opiate addiction epidemic.
7. Counties need to explain how sending jails are hurt by overcrowding and not having the ability to pay to house inmates elsewhere.
8. Conversely, counties should also show the impact inadequate funding is having on *receiving* jails. Receiving jails don't have enough money to support inmates from sending jails without receiving compensation. Sending jails don't have enough money to pay to board inmates, so receiving jails won't accept inmates from sending counties.
9. Counties should innumerate the number of corrections officers' positions that remain unfilled due to either inadequate funding, the instability of the corrections system, and/or the employment insecurity associated with the position of correction officer. Counties also should discuss the number of pods that are closed due to the funding shortage. Even though there is enough room to house inmates, there is not enough money to pay for keeping them open and operational.

## **MCCA Executive Director's 2015 Annual Report**

10. Old or inadequately sized jails that receive waivers from the Department to operate are violating state standards. Funding for capital improvements is needed to renovate old or build new facilities that can safely operate and meet the requirements of state standards and programs. Currently, there is no capital funding available for county jails.
11. The 3% cap on the LD1 growth factor of local property tax for jails does not allow for enough money to be raised to fully support the cost of increased county jail operation. The amount of money that can be raised even by using the LD1 growth rate up to 3% is so insignificant that it can barely be detected. Even if counties were allowed to increase the local property tax high enough to pay for 100% of jail operations, it is not fair to place the entire financial burden of running jails on local property taxpayers when much of the cost is a result of state arrests and expenses. Some counties do not want to remove the tax cap, as they do not want to increase the burden on local property taxpayers. Therefore, it is IMPERATIVE for the state to contribute a responsible and realistic share of funding to at least cover the cost to house inmates who violate state laws and are arrested by state personnel.
12. Others think the state should not continue to tie unreasonable requirements to funding that pays for such a small percentage of total jail operations. They think it would be better if the state simply increases its payment to counties for CCA programs and fines surcharge fees and allows counties to run the jails as they see fit.
13. Counties should be able to charge one another boarding rates without the ability to do so tied to whether counties receive their allocated amount of state funding. Current state funding comes nowhere near a level needed to pay to board inmates at counties of non-origin. Receiving jails are not accepting inmates from sending jails, as they can't afford to house inmates to which corresponding funds are not associated. Likewise, sending jails are unable to pay receiving jails to house inmates that originate in sending counties because sending counties don't receive enough money to pay boarding or contractual costs. In the meantime, Penobscot County especially is having trouble finding jails willing to take its overflow of inmates when it can't provide compensation to pay for the cost to house the inmate.
14. Most counties are not having trouble showing that 30% of their jail costs are spent on Community Corrections programs, although some counties want this percentage decreased to make more funding available for operations. Different counties have different needs.
15. The funding distribution formula is flawed because it uses past, rather than more current ADP numbers that more accurately reflect current costs.
16. County managers and administrators must work with their sheriffs and jail administrators to gather and provide numbers to justify the need stated in the report to the Criminal Justice and Public Safety Committee.

## **MCCA Executive Director's 2015 Annual Report**

### **100% MEMBERSHIP in NACo**

Congratulation, Maine! 100% of Maine counties are now members of the National Association of Counties – the first time in history. 100% membership grants Maine an additional member on the NACo Board of Directors, which ensures greater representation for our region and enhances Maine's clout in national policy-making. An additional perk from 100% membership is a one-time payment of \$2,000 to help offset the cost of the new member's attendance at NACo conferences. Commissioner Gary McGrane was elected as the second representative from the Board to the NACo.

### **FINANCIAL CONDITION & BUDGET**

MCCA finances were well-managed in 2015, and mostly all lines items were sufficient for the payments due. Of the \$246,550 budget, expenditures and revenues were less than expected; but MCCA operated well within its budget. Only a few line adjustments will be required at the end of the year, and a surplus of about \$150,000 is expected at year's end.

Revenue for the 2015 annual convention did not meet the 2015 projection, but convention expenses were less than anticipated, as well. Therefore, revenue collected still outweighed what was spent, and the convention netted about \$12,587 this year. A more detailed and accurate year-end report will be provided with an Annual Financial Report after the close of books December 31, 2015.

The proposed 2016 budget shows an increase of 2.3% and proposes no increase in membership dues. The budget proposes to utilize up to \$31,265 of the undesignated fund balance, if needed; and the assessment to the Risk Pool remains stable at \$25,000.

### **PUBLIC OUTREACH**

MCCA's Office Manager has made tremendous strides in developing the MCCA website and publishing a monthly newsletter that highlights events and programs in Maine counties. A wealth of valuable information is available to anyone in the public who wants to learn more about county government and its issues, programs, and services. We also continue to develop a directory of counties annually, as well as brochures to display and hand out at public events.

### **AUDIT**

This year MCCA asked for proposals from audit firms, and eight proposals were received. We requested price quotes for either one two-year period (2014-2015) or two (2014-2015 & 2016-2017). The Budget and Finance Committee and MCCA staff reviewed the proposals and unanimously recommended hiring the firm of Ron L. Beaulieu & Company of Portland. This firm has a great deal of experience with counties, municipalities, and non-profits

## **MCCA Executive Director's 2015 Annual Report**

and offered its services at the lowest cost of all who submitted proposals. They quoted prices for both biennia, which are stated at \$3,000 per audit.

### **WORKING with MMA**

Commissioner/President Blodgett and I met with MMA' President, Steve Bunker and Executive Director, Steve Gove to discuss ways we can build a stronger relationship between the two associations and work together to support one another. We hope to work on formalizing our relationship with scheduled meetings and participation in each other's programs and legislative policy discussions.

### **MCCA DIRECTORS & OFFICERS**

Each year the counties are asked to recommend a director from their county who will serve on the MCCA Board of Directors and Risk Management Pool Board of Directors. The appointments are approved at the annual general membership meeting in January, and officers are also nominated and chosen at that meeting.



**2015**  
**Year-End Line Item Transfers**

<b>Amount To Transfer</b>	<b>Transfer to Account</b>	<b>Transfer from Account</b>
\$ 14.00	5020-00 Payroll Fees	5030-00 FICA
\$ 57.00	5120-00 Commercial, Crime, D&O Insurance	5110-00 Health Insurance
\$ 97.00	5130-00 Workers Compensation Insurance	5110-00 Health Insurance
\$ 1,443.00	6113-00 Convention Entertainment/Speakers	6121-00 Supplies
\$ 17.00	6173-00 Monthly Meetings	6175-00 Meetings - Other
\$ 211.00	6180-00 Mileage & Travel Expense	6041-00 NACo Conferences
<b>\$ 1,839.00</b>		
	Total from 5030-00 FICA:	\$ 14.00
	Total from 5110-00 Health Insurance:	\$ 154.00
	Total from 6121-00 Convention Supplies:	\$ 1,443.00
	Total from 6175 Other Meetings:	\$ 17.00
	Total from 6041 NACo Conferences:	\$ 211.00
	<b>TOTAL</b>	<b>\$ 1,839.00</b>





# MAINE COUNTY COMMISSIONERS ASSOCIATION

## December 2015 Financial Report

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Attached please find the monthly financial reports for the month of December 2015. The Balance Sheet shows total Assets/Liabilities & Equity equaling \$151,483.28. Debits to the bank account in December totaled \$17,692.66. The ending bank balance on December 31<sup>st</sup> was \$153,932.14.

With 100% of the budget year completed, 87% (\$215,128) of *budgeted* revenue had been received by the end of the year. MCCA received \$6.00 income in December. Total revenue received in the 87% figure does not include the disbursement from the MainePERS PLD surplus fund, as that needs to be kept separate. The shortfall in revenue was due to receiving less income from the annual convention.

By December 31<sup>st</sup>, MCCA had received \$45,915, or 83% of what had been budgeted for Convention Income. This is \$9,085 short of the budget estimate. As of December 31<sup>st</sup>, \$33,388 (93% of the Convention budget) had been spent on convention expenditures, with \$60 paid out in December. Even though the Convention received less income than estimated, it earned \$12,527 *more* in income than it expended.

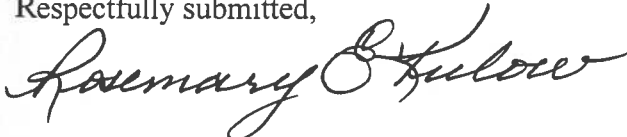
On the expenditure side of MCCA's budget, a total of \$224,533 (91%) had been expended by December 31<sup>st</sup>, leaving an unexpended balance of \$22,017. A total of \$18,564 (8% of the total budget) was expended in December. See the *Profit & Loss Budget vs. Actual* report for additional revenue and expenditure details for the year.

MCCA finished 2015 in fine shape financially, saving more than \$15,000. It looks as if only approximately \$9,405 of the undesignated fund balance needs to be used to balance the budget at year's end, rather than the \$25,260 approved in the budget. (See line 4920-00.) Subtracting \$9,405 from the fund balance of \$151,483.28 leaves a surplus of \$142,078.28. Please keep in mind that these figures may change when the audited figures are known.

An appendix to this financial report shows the year-end line item transfers for which approval is requested at the MCCA annual general membership meeting January 13, 2016.

Please let us know if you have any questions or would like to see anything different in the financial reports.

Respectfully submitted,



Rosemary E. Kulow  
Executive Director

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice-President

\_\_\_\_\_  
Secretary-Treasurer



**Maine County Commissioners Association**  
**Balance Sheet**  
December 2015

	<u>December 2015</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
MCCA Checking-Savings Bank	151,308.28
Petty Cash Account	<u>200.00</u>
<b>Total Checking/Savings</b>	<u>151,508.28</u>
<b>Accounts Receivable</b>	
Receivables	<u>-25.00</u>
<b>Total Accounts Receivable</b>	<u>-25.00</u>
<b>Total Current Assets</b>	<u>151,483.28</u>
<b>TOTAL ASSETS</b>	<u><u>151,483.28</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	<u>-717.42</u>
<b>Total Accounts Payable</b>	<u>-717.42</u>
<b>Other Current Liabilities</b>	
1000-00 · Employee Health Insurance Contr	-398.85
1001-00 · MainePERS Employee Contribution	<u>146.39</u>
<b>Total Other Current Liabilities</b>	<u>-252.46</u>
<b>Total Current Liabilities</b>	<u>-969.88</u>
<b>Total Liabilities</b>	-969.88
<b>Equity</b>	
3200-00 · Fund Balance to Current Yr Inc	-59,216.00
3900-00 · Earnings	175,841.44
Net Income	<u>35,827.72</u>
<b>Total Equity</b>	<u>152,453.16</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>151,483.28</u></u>



**Maine County Commissioners Association**  
**Reconciliation Summary**  
December 2015

	<b>December 2015</b>
<b>Beginning Balance</b>	<b>171,603.52</b>
<b>Cleared Transactions</b>	
Checks and Payments - 18 items	-17,692.66
Deposits and Credits - 2 items	21.28
<b>Total Cleared Transactions</b>	<b>-17,671.38</b>
<b>Cleared Balance</b>	<b><u>153,932.14</u></b>
<b>Uncleared Transactions</b>	
Checks and Payments - 4 items	-2,623.86
<b>Total Uncleared Transactions</b>	<b><u>-2,623.86</u></b>
<b>Register Balance as of 12/31/2015</b>	<b><u>151,308.28</u></b>
<b>Ending Balance</b>	<b>151,308.28</b>



**Maine County Commissioners Association  
Reconciliation Detail  
December 2015**

	Date	Num	Name	Amount	Balance
<b>Beginning Balance</b>					<b>171,603.52</b>
<b>Cleared Transactions</b>					
<b>Checks and Payments - 18 items</b>					
	11/24	3606	Maine Farm Bureau Building Assoc	-1,497.17	-1,497.17
	11/24	3610	Staples Credit Plan	-68.68	-1,565.85
	11/24	3609	MTCMA	-65.00	-1,630.85
	12/4	EFT	Bangor Payroll	-1,886.39	-3,517.24
	12/10	3614	MainePERS	-478.23	-3,995.47
	12/10	3615	Country Cafe Catering	-255.00	-4,250.47
	12/10	3616	Kulow, Rosemary	-178.70	-4,429.17
	12/10	3611	Gorham Leasing Group	-164.35	-4,593.52
	12/10	3612	Governor Hill Mansion	-141.60	-4,735.12
	12/10	3613	Capitol Computers/Main Security	-125.00	-4,860.12
	12/10	3617	Haven, Lauren	-104.46	-4,964.58
	12/11	EFT	Bangor Payroll	-1,886.39	-6,850.97
	12/18	EFT	Bangor Payroll	-1,886.39	-8,737.36
	12/23	EFT	Camden National Bank	-720.52	-9,457.88
	12/23	3620	Gary McGrane	-490.00	-9,947.88
	12/23	3619	Great Falls Insurance Company	-86.00	-10,033.88
	12/24	EFT	Bangor Payroll	-1,886.39	-11,920.27
	12/30	EFT	Bangor Payroll	-5,772.39	-17,692.66
<b>Total Checks and Payments</b>				<b>-17,692.66</b>	<b>-17,692.66</b>
<b>Deposits and Credits - 2 items</b>					
	12/1	EFT	Bank Error Reversed	15.00	15.00
	12/31			6.28	21.28
<b>Total Deposits and Credits</b>				<b>21.28</b>	<b>21.28</b>
<b>Total Cleared Transactions</b>				<b>-17,671.38</b>	<b>-17,671.38</b>
<b>Cleared Balance</b>				<b>-17,671.38</b>	<b>153,932.14</b>
<b>Uncleared Transactions</b>					
<b>Checks and Payments - 4 items</b>					
	11/24	3607	State of Maine-Hall of Flags	-100.00	-100.00
	12/23	3618	American Awards	-60.03	-160.03
	12/31	3621	Maine Farm Bureau Building Assoc	-1,497.17	-1,657.20
	12/31	EFT	Camden National Bank	-966.66	-2,623.86
<b>Total Checks and Payments</b>				<b>-2,623.86</b>	<b>-2,623.86</b>
<b>Total Uncleared Transactions</b>				<b>-2,623.86</b>	<b>-2,623.86</b>
<b>Register Balance as of 12/31/2015</b>				<b>-20,295.24</b>	<b>151,308.28</b>
<b>Ending Balance</b>				<b>-20,295.24</b>	<b>151,308.28</b>





**Maine County Commissioners Association**  
**Profit and Loss**  
**Budget vs Actual**  
**January - December 2015**

	Budget	December 2015	Jan-Dec 2015	\$ Over Budget	% of Budget
<b>Income</b>					
4100-00 · Convention Income					
4110-00 · Plaques			66		
4120-00 · Registration	30,000		27,753	-2,247	93%
4130-00 · Sponsorship	12,500		6,511	-5,989	52%
4140-00 · Vendor	12,500		11,585	-915	93%
Total 4100-00 · Convention Income	55,000		45,915	-9,085	83%
4300-00 · Dues	140,240		140,240		100%
4400-00 · Other Income	500		3,420	2,920	684%
4500-00 · NACo Roster	500		500		100%
4600-00 · MCCA Risk Pool Assessment	25,000		25,000		100%
4800-00 · MainePERS Surplus Funds		-478	45,231		
4810-00 · Interest Earned	50	6	53	3	106%
4920-00 · Transfer in from Fund Balance	25,260			-25,260	
<b>Total Income</b>	<b>246,550</b>	<b>-472</b>	<b>260,359</b>	<b>13,809</b>	<b>106%</b>
<b>Gross Profit</b>	<b>246,550</b>	<b>-472</b>	<b>260,359</b>	<b>13,809</b>	<b>106%</b>
<b>Expense</b>					
5000-00 · Payroll Expenses					
5020-00 · Payroll Fees	1,850	260	1,864	14	101%
5030-00 · FICA	7,750	722	7,502	-248	97%
5050-00 · Salary-Office Manager	37,000	3,640	36,920	-80	100%
5060-00 · Salary-Executive Director	74,000	7,062	73,080	-920	99%
Total 5000-00 · Payroll Expenses	120,600	11,683	119,366	-1,234	99%
5100-00 · Insurance					
5110-00 · Health Insurance	20,000	1,635	19,717	-283	99%
5120-00 · Commercial, Crime, D&O Ins	2,000		2,057	57	103%
5130-00 · Workers Comp	600	86	697	97	116%
5140-00 · Unemployment Comp Ins	500		447	-53	89%
Total 5100-00 · Insurance	23,100	1,721	22,918	-182	99%
6010-00 · Prof. Services					
6011-00 · Prof Services-Bookkeeping	250			-250	
6012-00 · Prof Services - Legal Services	500			-500	
6013-00 · Financial Audit	1,800			-1,800	
Total 6010-00 · Prof. Services	2,550			-2,550	
6030-00 · Lobbying					
6031-00 · Lobbying Reg	300		200	-100	67%
6032-00 · Lobbying - Contractual	2,000			-2,000	
Total 6030-00 · Lobbying	2,300		200	-2,100	9%
6040-00 · NACO Expenses					
6041-00 · Conferences	8,400	1,016	6,991	-1,409	83%
Total 6040-00 · NACO Expenses	8,400	1,016	6,991	-1,409	83%

**Maine County Commissioners Association**  
**Profit and Loss**  
**Budget vs Actual**  
**January - December 2015**

	Budget	December 2015	Jan-Dec 2015	\$ Over Budget	% of Budget
6050-00 · Education and Training	500		210	-290	42%
6100-00 · Bank Charges	50	-15	5	-45	10%
6110-00 · Convention Exp.					
6113-00 · Entertainment/Speakers	5,000		6,443	1,443	129%
6114-00 · MCCA Staff Registratn Expense	1,000		809	-191	81%
6118-00 · Meeting Exp.	26,000		24,761	-1,239	95%
6121-00 · Supplies	3,250		1,115	-2,135	34%
6124-00 · Commissioner Plaques	600	60	260	-340	43%
Total 6110-00 · Convention Exp.	35,850	60	33,388	-2,462	93%
6140-00 · Copies-Printing					
6142-00 · Directory	825		788	-37	96%
6143-00 · Other Copying or Printing	150			-150	
Total 6140-00 · Copies-Printing	975		788	-187	81%
6145-00 · Dues Expense	1,500		1,340	-160	89%
6150-00 · Equipment - Office					
6151-00 · Computer Hardware & Software	1,500		856	-644	57%
6152-00 · IT Services	3,250	125	2,275	-975	70%
6153-00 · Photocopier Lease	2,000	164	1,972	-28	99%
6154-00 · Printer & Supplies	1,700		802	-898	47%
6155-00 · Telephone System	200	167	167	-33	84%
6156-00 · Other	500			-500	
Total 6150-00 · Equipment - Office	9,150	456	6,072	-3,078	66%
6160-00 · Fees	150		74	-76	49%
6170-00 · Meeting exp.					
6171-00 · Annual Meeting	1,500		1,272	-228	85%
6172-00 · County Officials' Workshop	250			-250	
6173-00 · Monthly	3,000	292	3,017	17	101%
6174-00 · Retreat Meeting	1,500			-1,500	
6175-00 · Meetings - Other	800	149	608	-192	76%
Total 6170-00 · Meeting exp.	7,050	441	4,897	-2,153	69%
6180-00 · Mileage & Travel Expense	4,000	84	4,211	211	105%
6195-00 · Office Space Rental	18,375	1,497	17,736	-639	97%
6215-00 · Postage-Shpping	350		120	-230	34%
6230-00 · Advertising	1,000		319	-681	32%
6235-00 · Supplies	2,500	406	2,334	-166	93%
6240-00 · Telephone, Fax & Internet					
6241-00 · Cell Phone	1,800	117	1,413	-387	79%
6242-00 · Conference Call Line	100			-100	
6243-00 · Phone, Fax & Internet	3,000	625	2,133	-867	71%
Total 6240-00 · Telephone, Fax & Internet	4,900	742	3,546	-1,354	72%
6250-00 · Website	250		18	-232	7%
6260-00 · Contingency	3,000			-3,000	
Total Expense	246,550	-18,564	224,533	-22,017	91%

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01/05/16

Accrual Basis

# Maine County Commissioners Association Transaction Detail by Account December 2015

## MCCA Checking-Savings Bank

Type	Date	Num	Name	Memo	Amount
Deposit	12/1	EFT		Deposit	15.00
Bill Pmt/Check	12/4	EFT	Bangor Payroll	Payroll for week 11/23 to 11/29/15	-1,886.39
Bill Pmt/Check	12/10	3611	Gorham Leasing Group	Lease #ME1827	-164.35
Bill Pmt/Check	12/10	3612	Governor Hill Mansion		-141.60
Bill Pmt/Check	12/10	3613	Capitol Computers/Main Security		-125.00
Bill Pmt/Check	12/10	3614	MainePERS		-478.23
Bill Pmt/Check	12/10	3615	Countryside Catering	BOD Meeting Lunch	-255.00
Bill Pmt/Check	12/10	3616	Kulow, Rosemary	Executive Director Expenses	-178.70
Bill Pmt/Check	12/10	3617	Haven, Lauren		-104.46
Bill Pmt/Check	12/11	EFT	Bangor Payroll	Payroll for week 11/30 to 12/06/15	-1,886.39
Bill Pmt/Check	12/18	EFT	Bangor Payroll	Payroll for week 12/7 to 12/13/15	-1,886.39
Bill Pmt/Check	12/23	EFT	Camden National Bank	Visa Payment	-720.52
Bill Pmt/Check	12/23	3618	American Awards		-60.03
Bill Pmt/Check	12/23	3619	Great Falls Insurance Company	Policy WCD0809690015	-86.00
Bill Pmt/Check	12/23	3620	Gary McGrane		-490.00
Bill Pmt/Check	12/24	EFT	Bangor Payroll	Payroll for week 12/14 to 12/20/15	-1,886.39
Bill Pmt/Check	12/30	EFT	Bangor Payroll	Payroll for week 12/21 to 12/27/15	-5,772.39
Bill Pmt/Check	12/31	3621	Maine Farm Bureau Building Assoc	Office Rent	-1,497.17
Bill Pmt/Check	12/31	EFT	Camden National Bank	Visa Payment	-966.66
Deposit	12/31			Interest	6.28
					-18,564.39
Bill	12/4	2015-49	Bangor Payroll	Payroll for week 11/23 to 11/29/15	-1,886.39
Bill Pmt/Check	12/4	EFT	Bangor Payroll	Payroll for week 11/23 to 11/29/15	1,886.39
Bill	12/10		Gorham Leasing Group	Lease #ME1827	-164.35
Bill	12/10		Governor Hill Mansion		-141.60
Bill	12/10		Capitol Computers/Main Security		-125.00
Bill	12/10		MainePERS		-478.23
Bill	12/10		Countryside Catering	BOD Meeting Lunch	-255.00
Bill	12/10		Kulow, Rosemary	Executive Director Expenses	-178.70
Bill	12/10		Haven, Lauren		-104.46
Bill Pmt/Check	12/10	3611	Gorham Leasing Group	Lease #ME1827	164.35
Bill Pmt/Check	12/10	3612	Governor Hill Mansion		141.60
Bill Pmt/Check	12/10	3613	Capitol Computers/Main Security		125.00
Bill Pmt/Check	12/10	3614	MainePERS		478.23
Bill Pmt/Check	12/10	3615	Countryside Catering	BOD Meeting Lunch	255.00

Total MCCA Checking-Savings Bank  
Accounts Payable

# Maine County Commissioners Association Transaction Detail by Account December 2015

Type	Date	Numb	Name	Memo	Amount
Bill Pmt/Check	12/10	3616	Kulow, Rosemary	Executive Director Expenses	178.70
Bill Pmt/Check	12/10	3617	Haven, Lauren		104.46
Bill	12/10		Camden National Bank	Visa Payment	-720.52
Bill	12/10		American Awards		-60.03
Bill	12/10		Great Falls Insurance Company	Policy WCD0809690015	-86.00
Bill	12/11	2015-50	Bangor Payroll	Payroll for week 11/30 to 12/06/15	-1,886.39
Bill Pmt/Check	12/11	EFT	Bangor Payroll	Payroll for week 11/30 to 12/06/15	1,886.39
Bill	12/18	2015-51	Bangor Payroll	Payroll for week 12/7 to 12/13/15	-1,886.39
Bill Pmt/Check	12/18	EFT	Bangor Payroll	Payroll for week 12/7 to 12/13/15	1,886.39
Bill Pmt/Check		EFT	Camden National Bank	Visa Payment	
Bill Pmt/Check		3618	American Awards		
Bill Pmt/Check		3619	Great Falls Insurance Company	Policy WCD0809690015	
Bill			Gary McGrane		
Bill Pmt/Check		3620	Gary McGrane		
Bill		2015-52	Bangor Payroll	Payroll for week 12/14 to 12/20/15	
Bill Pmt/Check		EFT	Bangor Payroll	Payroll for week 12/14 to 12/20/15	
Bill Pmt/Check		EFT	Bangor Payroll	Payroll for week 12/21 to 12/27/15	
Bill			Maine Farm Bureau Building Assoc	Office Rent	
Bill Pmt/Check		3621	Maine Farm Bureau Building Assoc	Office Rent	
Bill			Camden National Bank	Visa Payment	
Bill Pmt/Check		EFT	Camden National Bank	Visa Payment	
Bill		2015-53	Bangor Payroll	Payroll for week 12/21 to 12/27/15	
Bill		2015-49	Bangor Payroll	EE Health Insurance Contributions	
Bill		2015-50	Bangor Payroll	EE Health Insurance Contributions	
Bill		2015-51	Bangor Payroll	EE Health Insurance Contributions	
Bill		2015-52	Bangor Payroll	EE Health Insurance Contributions	
Bill		2015-53	Bangor Payroll	EE Health Insurance Contributions	
Bill		2015-53	Bangor Payroll	EE Health Insurance Contributions	
Bill		2015-49	Bangor Payroll	EE Health Insurance Contributions	
Bill		2015-50	Bangor Payroll	Employee Contribution	
Bill		2015-51	Bangor Payroll	Employee Contribution	
Bill		2015-52	Bangor Payroll	Employee Contribution	
Bill		2015-53	Bangor Payroll	Employee Contribution	
Bill		2015-53	Bangor Payroll	Employee Contribution	
Bill			MainePERS	EE MEPRS Contributions	
Deposit				EmployER Contribution	
Bill				Interest	
				Processing fee	
Bill		2015-49	Bangor Payroll		

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Accrual Basis

# Maine County Commissioners Association Transaction Detail by Account December 2015

Type	Date	Num	Name	Memo	Amount
Bill		2015-50	Bangor Payroll	Processing fee	
Bill		2015-51	Bangor Payroll	Processing fee	
Bill		2015-52	Bangor Payroll	Processing fee	
Bill		2015-53	Bangor Payroll	Processing fee	
Bill		2015-49	Bangor Payroll	Taxes	
Bill		2015-50	Bangor Payroll	Taxes	
Bill		2015-51	Bangor Payroll	Taxes	
Bill		2015-52	Bangor Payroll	Taxes	
Bill		2015-53	Bangor Payroll	Taxes	
Bill		2015-49	Bangor Payroll	Administrative Assistant Salary	727.93
Bill	12/11	2015-50	Bangor Payroll	Administrative Assistant Salary	727.93
Bill	12/18	2015-51	Bangor Payroll	Administrative Assistant Salary	727.93
Bill	12/24	2015-52	Bangor Payroll	Administrative Assistant Salary	727.93
Bill	12/31	2015-53	Bangor Payroll	Office Managers Salary	727.93
Total 5050-00 · Salary-Office Manager					3,639.65
5060-00 · Salary-Executive Director					
Bill	12/4	2015-49	Bangor Payroll	Executive Directors Salary	1,412.31
Bill	12/11	2015-50	Bangor Payroll	Executive Directors Salary	1,412.31
Bill	12/18	2015-51	Bangor Payroll	Executive Directors Salary	1,412.31
Bill	12/24	2015-52	Bangor Payroll	Executive Directors Salary	1,412.31
Bill	12/31	2015-53	Bangor Payroll	Executive Directors Salary	1,412.31
Total 5060-00 · Salary-Executive Director					7,061.55
Total 5000-00 · Payroll Expenses					10,701.20
5100-00 · Insurance					
5110-00 · Health Insurance					
Bill	12/31	2015-53	Bangor Payroll	ER Health Insurance Contributions	1,635.09
Total 5110-00 · Health Insurance					1,635.09
5130-00 · Workers Comp					
Bill	12/10		Great Falls Insurance Company	Workers Comp Adjustment	86.00
Total 5130-00 · Workers Comp					86.00
Total 5100-00 · Insurance					1,721.09
6040-00 · NACO Expenses					
6041-00 · Conferences					
Bill	12/10		Camden National Bank	NACo Conference	526.40
Bill	12/23		Gary McGrane	NACo Conference	490.00
Total 6041-00 · Conferences					1,016.40
Total 6040-00 · NACO Expenses					1,016.40

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Accrual Basis

# Maine County Commissioners Association Transaction Detail by Account December 2015

	Type	Date	Num	Name	Memo	Amount
6100-00 · Bank Charges	Deposit	12/1	EFT		Deposit	-15.00
Total 6100-00 · Bank Charges						-15.00
6110-00 · Convention Exp.						
6124-00 · Commissioner Plaques	Bill	12/10		American Awards	Plaque for Bill Blodgett	60.03
Total 6124-00 · Commissioner Plaques						60.03
Total 6110-00 · Convention Exp.						60.03
6150-00 · Equipment - Office						
6152-00 · IT Services	Bill	12/10		Capitol Computers/Main Security	IT Services & System Backup	125.00
Total 6152-00 · IT Services						125.00
6153-00 · Photocopier Lease	Bill	12/10		Gorham Leasing Group	Photocopier Lease - Monthly	164.35
Total 6153-00 · Photocopier Lease						164.35
6155-00 · Telephone System	Bill	12/31		Camden National Bank	Phone System Supplies	166.68
Total 6155-00 · Telephone System						166.68
6170-00 · Meeting exp.						
6173-00 · Monthly	Bill	12/10		Country Cafe Catering Haven, Lauren	BOD Meeting Lunch Monthly Meeting Expenses	255.00
Total 6173-00 · Monthly						37.14
6175-00 · Meetings - Other	Bill	12/10		Governor Hill Mansion Kulow, Rosemary	MCCA/MSA Meeting MCCA/MMA Meeting	292.14
Total 6175-00 · Meetings - Other						141.60
6170-00 · Meeting exp.	Bill	12/10		Kulow, Rosemary Haven, Lauren	Executive Director Mileage Mileage Reimbursement	7.74
6180-00 · Mileage & Travel Expense	Bill	12/10				149.34
Total 6180-00 · Mileage & Travel Expense						441.48
6195-00 · Office Space Rental	Bill	12/31		Maine Farm Bureau Building Assoc	Rent	78.43
Total 6195-00 · Office Space Rental						5.76
						84.19
						1,497.17
						1,497.17

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Accrual Basis

# Maine County Commissioners Association Transaction Detail by Account December 2015

Type	Date	Num	Name	Memo	Amount
<b>6235-00 · Supplies</b>					
Bill	12/10		Kulow, Rosemary	Executive Director Expenses	24.76
Bill	12/10		Haven, Lauren	Supplies	12.33
Bill	12/10		Camden National Bank	Supplies	28.27
Bill	12/31		Camden National Bank	Supplies	340.75
					<u>406.11</u>
Total 6235-00 · Supplies					
<b>6240-00 · Telephone, Fax &amp; Internet</b>					
<b>6241-00 · Cell Phone</b>					
Bill	12/10		Kulow, Rosemary	Cell Phone Reimbursement	67.77
Bill	12/10		Haven, Lauren	Cell Phone Reimbursement	49.23
					<u>117.00</u>
Total 6241-00 · Cell Phone					
<b>6243-00 · Phone, Fax &amp; Internet</b>					
Bill	12/10		Camden National Bank	TWC	165.85
Bill	12/31		Camden National Bank	TWC	166.04
Bill	12/31		Camden National Bank	Phone	293.19
					<u>625.08</u>
Total 6243-00 · Phone, Fax & Internet					
<b>6240-00 · Telephone, Fax &amp; Internet</b>					
					<u>742.08</u>
<b>TOTAL</b>					<u><u>-1,453.61</u></u>





**Maine County Commissioners Association**  
**Expenses by Vendor**  
**December 2015**

	Type	Date	Account	Amount	Balance
<b>American Awards</b>					
	Bill	12/10	6124-00 · Commissioner Plaques	60.03	60.03
Total American Awards				60.03	60.03
<b>Bangor Payroll</b>					
	Bill	12/4	5050-00 · Salary-Office Manager	727.93	727.93
	Bill	12/4	5030-00 · FICA	143.19	871.12
	Bill	12/4	5020-00 · Payroll Fees	32.00	903.12
	Bill	12/4	5060-00 · Salary-Executive Director	1,412.31	2,315.43
	Bill	12/11	5050-00 · Salary-Office Manager	727.93	3,043.36
	Bill	12/11	5030-00 · FICA	143.19	3,186.55
	Bill	12/11	5020-00 · Payroll Fees	32.00	3,218.55
	Bill	12/11	5060-00 · Salary-Executive Director	1,412.31	4,630.86
	Bill	12/18	5050-00 · Salary-Office Manager	727.93	5,358.79
	Bill	12/18	5030-00 · FICA	143.19	5,501.98
	Bill	12/18	5020-00 · Payroll Fees	32.00	5,533.98
	Bill	12/18	5060-00 · Salary-Executive Director	1,412.31	6,946.29
	Bill	12/24	5050-00 · Salary-Office Manager	727.93	7,674.22
	Bill	12/24	5030-00 · FICA	143.19	7,817.41
	Bill	12/24	5020-00 · Payroll Fees	32.00	7,849.41
	Bill	12/24	5060-00 · Salary-Executive Director	1,412.31	9,261.72
	Bill	12/31	5050-00 · Salary-Office Manager	727.93	9,989.65
	Bill	12/31	5030-00 · FICA	148.90	10,138.55
	Bill	12/31	5020-00 · Payroll Fees	132.00	10,270.55
	Bill	12/31	5060-00 · Salary-Executive Director	1,412.31	11,682.86
	Bill	12/31	5110-00 · Health Insurance	1,635.09	13,317.95
Total Bangor Payroll				13,317.95	13,317.95
<b>Camden National Bank</b>					
	Bill	12/10	6235-00 · Supplies	28.27	28.27
	Bill	12/10	6243-00 · Phone, Fax & Internet	165.85	194.12
	Bill	12/10	6041-00 · Conferences	526.40	720.52
	Bill	12/31	6235-00 · Supplies	340.75	1,061.27
	Bill	12/31	6243-00 · Phone, Fax & Internet	166.04	1,227.31
	Bill	12/31	6155-00 · Telephone System	166.68	1,393.99
	Bill	12/31	6243-00 · Phone, Fax & Internet	293.19	1,687.18
Total Camden National Bank				1,687.18	1,687.18
<b>Capitol Computers/Main Security</b>					
	Bill	12/10	6152-00 · IT Services	125.00	125.00
Total Capitol Computers/Main Security				125.00	125.00

**Maine County Commissioners Association**  
**Expenses by Vendor**  
**December 2015**

	Type	Date	Account	Amount	Balance
<b>Country Cafe Catering</b>					
	Bill	12/10	6173-00 · Monthly	255.00	255.00
Total Country Cafe Catering				255.00	255.00
<b>Gary McGrane</b>					
	Bill	12/23	6041-00 · Conferences	490.00	490.00
Total Gary McGrane				490.00	490.00
<b>Gorham Leasing Group</b>					
	Bill	12/10	6153-00 · Photocopier Lease	164.35	164.35
Total Gorham Leasing Group				164.35	164.35
<b>Governor Hill Mansion</b>					
	Bill	12/10	6175-00 · Meetings - Other	141.60	141.60
Total Governor Hill Mansion				141.60	141.60
<b>Great Falls Insurance Company</b>					
	Bill	12/10	5130-00 · Workers Comp	86.00	86.00
Total Great Falls Insurance Company				86.00	86.00
<b>Haven, Lauren</b>					
	Bill	12/10	6241-00 · Cell Phone	49.23	49.23
	Bill	12/10	6235-00 · Supplies	12.33	61.56
	Bill	12/10	6173-00 · Monthly	37.14	98.70
	Bill	12/10	6180-00 · Mileage & Travel Expense	5.76	104.46
Total Haven, Lauren				104.46	104.46
<b>Kulow, Rosemary</b>					
	Bill	12/10	6180-00 · Mileage & Travel Expense	78.43	78.43
	Bill	12/10	6241-00 · Cell Phone	67.77	146.20
	Bill	12/10	6235-00 · Supplies	24.76	170.96
	Bill	12/10	6175-00 · Meetings - Other	7.74	178.70
Total Kulow, Rosemary				178.70	178.70
<b>Maine Farm Bureau Building Assoc</b>					
	Bill	12/31	6195-00 · Office Space Rental	1,497.17	1,497.17
Total Maine Farm Bureau Building Assoc				1,497.17	1,497.17
<b>MainePERS</b>					
	Bill	12/10	4800-00 MainePERS Surplus Funds	478.23	478.23
Total MainePERS				478.23	478.23
<b>TOTAL</b>				<b>18,585.67</b>	<b>18,585.67</b>



# MAINE MUNICIPAL ASSOCIATION

## ***Risk Management Services***

60 Community Drive  
P.O. Box 9109  
Augusta, Maine 04332-9109

### ***Telephone No.***

(207) 626-5583  
(800) 590-5583 Maine Only  
Fax No. (207) 626-0513

TO: **MAINE COUNTY COMMISSIONERS ASSOCIATION**  
FROM: Michelle Pelletier, Underwriting Manager, Risk Management Services  
RE: **2016 MMA UNEMPLOYMENT COMPENSATION FUND CONTRIBUTION**  
DATE: December 18, 2015

The MMA Unemployment Compensation (UC) Fund is pleased to report that the 2015 Fund year saw an improved economic environment with continued rate stability allowing the Fund to again return dividends and excess balances to many of our members.

At its December 17<sup>th</sup> meeting the MMA Executive Committee voted to approve a **4.9 % decrease** in the average contribution rate for Fund members for 2016. The average contribution rate will drop to **1.76%**. Some members may have an increase in their rate because their UC Fund balance is below the actuarial recommended level.

We are also pleased to announce that the MMA Executive Committee approved distribution of excess balance and dividends again this year totaling **\$350,000** to the members whose UC Fund balance exceeds the maximum balance recommended by the actuary. Excess balances totaling **\$87,500** will be credited to qualifying members and dividends totaling **\$262,500** will also be returned to those who qualify.

All members having individual balances above the maximum will receive the excess balance credit. Excess balance returns are credited against the 2016 contribution (as noted below). Also, in order for us to get the dividend payment to you quickly, we have applied the dividend amount to your 2016 contribution. If your final contribution is a credit, a check will be enclosed and no additional payment will be due in 2016. Keep in mind, if your individual balance is below your minimum (or is a negative balance), a dividend and/or excess balance return will not apply.

Your 2016 contribution is calculated below:

Estimated Taxable Wages (1 <sup>st</sup> \$12,000/employee)	\$	24,191.
Contribution Rate	<u>x</u>	<u>1.69%</u>
<b>Contribution (gross)</b>	\$	409.
Excess Balance Return (-)	\$	(0.)
Dividend (-)	<u>\$</u>	<u>(0.)</u>
Annual Contribution for 2016 (net)	\$	409.

- Please remember that dividends are not guaranteed and the actual contribution for 2016 is noted above under Contribution (gross) for use in budgeting.
- Net Contributions of over \$400 are invoiced in four equal installments, due MARCH 15, JUNE 15, AUGUST 15 and OCTOBER 15 (first invoice mailed in February).
- Annual contributions of less than \$400 are due March 15 (Wait for the invoice in February).

Ruth VanArsdale has been the UC Coordinator for many years and we wanted to let you all know that she will be retiring in January 2016. She has provided the UC membership with exceptional guidance and assisted many of you through the unemployment claims process. In the interim, please contact Marcus Ballou, Member Services Supervisor or Karen Worster, Underwriting Assistant with any questions.

If you have questions or if you wish to discuss the services offered through MMA Risk Management Services, please call Member Services at 800-590-5583. We appreciate your continued participation in the MMA UC Fund and look forward to serving you in the future.

## Current County-Related Bills

BILL	TITLE	COMMITTEE	MCCA LPC POSITION	STATUS
LD 8	Resolve, Regarding Legislative Review of Portions of Chapter 301: Fee Schedule and Administration	JUD	<b>NO POSITION</b>	<b>WS 1 pm, 1/6/16</b>
LD 166	An Act To Allow York County To Better Provide Rescue and Ambulance Services <i>Amendment allows <u>all counties</u> to provide regional rescue service.</i>	SLG	SUPPORT	<b>WS 1 pm, 1/13/16</b>
LD 195	An Act Regarding County Jails	CJPS		WS 10 am, 1/27/16
LD 440	An Act To Create a Secure, Therapeutic Mental Health Unit	CJPS	<b>OPPOSE</b>	WS 1 pm, 1/27/16
LD 890	An Act To Ensure a Continuing Home Court for Cases Involving Children	JUD	<b>OPPOSE</b>	WS 3 pm, 1/19/16
LD 1065	An Act To Amend the Law Regarding Temporary Powers of Attorney over Minors and Incapacitated Persons	JUD	<b>NO POSITION</b>	WS 3 pm, 1/19/16
LD 1177	An Act To Enact the Recommendations of the Probate and Trust Law Advisory Commission Regarding the Maine Uniform Fiduciary Access to Digital Assets Act	JUD	<b>NO POSITION</b>	WS 2 pm, 1/28/16
LD 1190	An Act To Amend the Androscoggin County Charter	SLG	NO POSITION	<b>WS 1 pm, 1/13/16</b>
LD 1206	An Act To Allow County Corrections Officers To Participate in the Retired County and Municipal Law Enforcement Officers and Municipal Firefighters Health Insurance Program	SLG	SUPPORT	<b>WS 1 pm, 1/13/16</b>
LD 1322	An Act To Implement the Recommendations of the Probate and Trust Law Advisory Commission Concerning the Probate Code	JUD	<b>NO POSITION</b>	WS 2 pm, 1/28/16
LD 1325	An Act To Ensure a Public Process When Discontinuing or Abandoning a Public Road	SLG	<b>Review amendment; support MMA's position</b>	Carried over 6/30/15
LD 1387	An Act Regarding the State Board of Corrections (concept draft)	CJPS		WS 10 am, 1/27/16
<b>LD 1487</b>	An Act To Amend the Laws on Protection from Abuse and Unauthorized Dissemination of Certain Private Images	JUD		Passed in L.C.
<b>LD 1489</b>	An Act To Clarify Expenditures Regarding Androscoggin County	AFA		Passed in L.C.
<b>LD 1496</b>	An Act To Support Maine People in Recovery	HHS		Passed in L.C.
<b>LD 1523</b>	An Act To Provide Wage Parity for Supervisors in Law Enforcement	CJPS		Passed in L.C.
<b>LD 1534</b>	An Act To Reduce the Trafficking of Illegal Drugs in the State	CJPS		Passed in L.C.
LD 1537	An Act To Combat Drug Addiction Through Enforcement, Prevention, Treatment and Recovery	AFA, CJPS, & HHS	<b>SUPPORT</b>	AFA WS 1 pm, 1/8/16

## Current County-Related Bills

BILL	TITLE	COMMITTEE	MCCA LPC POSITION	STATUS
LR 2211	An Act To Amend the Laws Regarding Protection from Abuse Orders in Order To Implement the Laws Regarding the Unauthorized Dissemination of Certain Private Images	JUD		Passed in L.C.
LR 2316	An Act To Modernize & Consolidate Court Facilities	AFA		Passed in L.C.
LR 2407	An Act To Increase Access to Opiate Addiction Treatment in Maine	HHS		Passed in L.C.
LR 2456	Resolve, To Improve Access to and the Quality of Services for Persons with Mental Illness	HHS		Appeal tabled 11-19-15



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***Legislative Documents (LDs):***

**LD 8 – Resolve, Regarding Legislative Review of Portions of Chapter 301: Fee Schedule and Administrative Procedures for Payment of Commission Assigned Counsel, a Major Substantive Rule of the Maine Commission on Indigent Legal Services – JUDICIARY COMMITTEE (JUD) NO POSITION**

This resolve provides for legislative review of portions of Chapter 301: Fee Schedule and Administrative Procedures for Payment of Commission Assigned Counsel, a major substantive rule of the Maine Commission on Indigent Legal Services. **WS 1:00 p.m., 1-6-16**

**LD 166 – An Act To Allow York County To Better Provide Rescue and Ambulance Services – SLG SUPPORT** – *LPC voted unanimously to support Rep. Greenwood's amendment for the Minority Report that would allow all counties, rather than just York County, to provide regional ambulance service.* **WS 1:00 p.m., 1-13-16**

This bill allows York County Government to provide rescue services pursuant to the law governing counties' provision of ambulance services.

**LD 195 – An Act Regarding County Jails – CJPS SUPPORT if used to request \$2,465,896 supplemental funding for jails.** Sponsor - Senator Paul T. Davis

This bill allows the county jails to apply savings from the county's correctional budget to jail debt service without a reduction in payments from the State Board of Corrections. **WS 10:00 a.m., 1/27/16.**

**LD 440 – An Act To Create a Secure, Therapeutic Mental Health Unit – CJPS OPPOSE**

This bill provides for the establishment of a secure, therapeutic mental health unit for defendants undergoing court-ordered assessments to determine their competency to stand trial or their criminal culpability and to provide therapeutic care for forensic patients. The bill establishes the unit as follows:

1. It directs the Commissioner of Corrections and the Commissioner of Health and Human Services to enter into an agreement to establish the unit with the sheriff of either Cumberland County or Somerset County.
2. It directs the Department of Corrections to provide security for the unit. Security staff must be dedicated to the unit and trained to provide security in a mental health hospital environment.
3. It directs the Department of Corrections to provide therapeutic mental health care for the unit. The therapeutic mental health care must meet standards established by a national organization on correctional facilities mental health standards. The Department of Health



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and Human Services may also provide mental health services to the unit upon agreement with the Department of Corrections and the county jail.

4. It requires that the population in a secure, therapeutic mental health unit be separated by sight and sound from the general jail population.
5. It specifies that a person under a court order to undergo a mental evaluation by the State Forensic Service must be admitted to the unit unless the Department of Health and Human Services determines that the person's mental health condition contraindicates admittance to the unit, the person is an inmate at a state correctional facility or there is not a suitable bed available. **WS 1:00 pm, 1-27-16**

**LD 890 An Act To Ensure a Continuing Home Court for Cases Involving Children**

Presented by Representative Monaghan of Cape Elizabeth, and cosponsored by Representative Gideon, Hobbins, McCreight, and Noon. – **JUD** **OPPOSE**

This bill extends the jurisdiction of the District Court to be concurrent with the courts of probate over matters concerning custody or other parental rights of a child under the M.R.S., Title 18-A, including, but not limited to, adoption, termination of parental rights, change of name and guardianship of a minor. The District Court has exclusive, continuing jurisdiction over a matter concerning custody or other parental rights of a child if an interim or final order concerning the child was entered in the District Court and remains in effect, proceedings seeking such an order are pending in the District Court or a matter has been removed to the District Court from the Probate Court.

This bill provides that, in any matter concerning custody or other parental rights of a child, the judge of the District Court or the probate judge who is presiding require all parties to disclose whether they have knowledge of any interim or final order then in seeking such an order or other related actions currently filed or pending before any court of this or another state. If the proceeding is in a Probate Court and the judge determines that the District Court has exclusive, continuing jurisdiction, the judge of probate must transfer the case to the District Court.

Upon petition by a party to a proceeding involving guardianship, adoption, change of name or other matters concerning custody or other parental rights of a minor child brought in the court of probate, the proceeding may be removed to the District Court under such procedures as the Supreme Judicial Court may by rule provide if any civil matter involving the minor child is pending or has been finally adjudicated in the District Court. **WS 3:00 p.m., 1-19-16**

**LD 1065 – An Act To Amend the Law Regarding Temporary Powers of Attorney over Minors and Incapacitated Persons** – **JUD** **NO POSITION**

This bill amends current law allowing a parent or guardian to execute a temporary power of attorney for up to 12 months, delegating the powers regarding the care and custody of a child or incapacitated person, by doing the following:

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1. Limiting the power of attorney to exclude the parent or guardian's powers regarding the performance of an abortion for the minor or the incapacitated person or the termination of parental rights to the minor;
2. Clarifying that executing this temporary power of attorney does not deprive the parent or guardian of any parental or legal authority regarding the care and custody of the minor or incapacitated person;
3. Clarifying that a parent or guardian's granting of this temporary power of attorney does not constitute abandonment, abuse or neglect, if the parent or guardian either executes a new power of attorney or takes custody of the child or incapacitated person as soon as reasonably possible after the termination of the temporary power of attorney;
4. Providing that the agent with the power of attorney may not receive compensation; and
5. Clarifying that this power of attorney does not implicate the laws regarding foster care.

Presented by Rep. Sanderson; cosponsored by Sen. Hamper, etc. **WS 3:00 p.m., 1-19-16**

**LD 1177 – An Act To Enact the Recommendations of the Probate and Trust Law Advisory Commission Regarding the Maine Uniform Fiduciary Access to Digital Assets Act – JUD**  
***NO POSITION***

This bill enacts the Uniform Fiduciary Access to Digital Assets Act as the Maine Uniform Fiduciary Access to Digital Assets Act as a new Article 10 in the Maine Revised Statutes, Title 18-A. The Probate and Trust Law Advisory Commission recommended enactment in the report submitted to the Joint Standing Committee on Judiciary pursuant to Resolve 2013, chapter 27 as amended by Resolve 2013, chapter 81.

The Prefatory Note and accompanying Comments to the Uniform Fiduciary Access to Digital Assets Act provide a summary and explanation of the Uniform Fiduciary Access to Digital Assets Act. The Uniform Fiduciary Access to Digital Assets Act provides an important update for the Internet age. A generation ago, files were stored in cabinets, photos were stored in albums, and mail was delivered by a human being. Today, people are more likely to use the Internet to communicate and store information. The Uniform Fiduciary Access to Digital Assets Act ensures account holders retain control of their digital property and can plan for its ultimate disposition after their death. Unless the account holder instructs otherwise, legally appointed fiduciaries will have the same access to digital assets as they have always had to tangible assets and the same duty to comply with the account holder's instructions.

This bill modifies the Uniform Fiduciary Access to Digital Assets Act to be consistent with existing Maine law with regard to conservators. Part B amends Maine's Uniform Power of Attorney Act to specifically allow a power of attorney to grant authority to enable the agent to access the content of an electronic communication to be consistent with the grant of express authority required by Section 6 of the Uniform Fiduciary Access to Digital Assets Act, included in this bill as the Maine Revised Statutes, Title 18-A, section 10-106. Part C provides that this bill takes effect January 1, 2016.

Reported by Rep. Hobbins of Saco **WS 1:00 p.m., 1-28-16**

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**LD 1190 – An Act To Amend the Androscoggin County Charter** presented by Senator Libby of Androscoggin     **SLG**   **NO POSITION**   Concept draft     **Work session 1:00 p.m., 1/13/16**

**LD 1206 – An Act To Allow County Corrections Officers To Participate in the Retired County and Municipal Law Enforcement Officers and Municipal Firefighters Health Insurance Program** presented by Rep. Tucker of Brunswick.     **AFA**   **SUPPORT**

This bill (LD 1206) allows county corrections officers to participate in the Retired County and Municipal Law Enforcement Officers and Municipal Firefighters Health Insurance Program and renames the program and related fund accordingly.     **Work session 1:00 p.m., 1/13/16**

**LD 1322 – An Act To Implement the Recommendations of the Probate and Trust Law Advisory Commission Concerning the Probate Code**     presented by Rep. Hobbins of Saco.     **JUD**   **NO POSITION**

This bill is a concept draft pursuant to Joint Rule 208. It proposes to implement the recommendations of the Probate and Trust Law Advisory Commission concerning the Probate Code pursuant to Resolve 2013, chapter 5 and chapter 82.

The Probate and Trust Law Advisory Commission has recommended adoption of the Uniform Probate Code with amendments.     **WS 1:00 p.m., 1-28-16**

**LD 1325 – An Act To Ensure a Public Process When Discontinuing or Abandoning a Public Road** presented by Rep. Nadeau; cosponsored by Sen. Valentino. Referred to **SLG** Committee.

This bill changes the laws governing discontinued and abandoned roads.

Under current law, a presumption of abandonment exists if a municipality fails to keep a way passable for the use of motor vehicles at the expense of the municipality for a period of 30 or more years. This bill eliminates that presumption for ways that have not met that statutory requirement by January 1, 2020. Instead, for all other public ways, the bill provides a new discontinuance process, which will be the only means for a municipality to actively terminate its interests in a public way. The new discontinuance process specifies 5 steps a municipality must follow to discontinue a road: the notification of proposed discontinuance to the abutting property owners; a meeting of municipal officers to discuss the proposed discontinuance and the filing of an order of discontinuance specifying whether or not there will be a public easement and any public use restrictions or municipal maintenance and liability responsibilities for the public easement; a public hearing on the discontinuance; approval of the order of discontinuance by the municipal legislative body; and the filing of the certificate of discontinuance by the municipal clerk in the registry of deeds and with the municipality. The bill requires the abutters of a public easement that is discontinued to be granted a right-of-way. The municipality may charge a reasonable fee to fulfill any request for records obtained by the municipality from the registry of deeds.

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The bill continues to exempt a municipality from liability for nonperformance of a legal duty with respect to a town or county way that has not been kept passable for the use of motor vehicles at the expense of that municipality for a period of 30 or more years.

It requires that a public easement must be retained in a discontinued road if abutting property owners need to use it to access their property. It also provides that a public utility easement will be in place whenever a road is discontinued, regardless of whether a public easement is retained.

A way that is presumptively abandoned retains a public easement, as is the default position under current law. The bill does not modify common law abandonment.

The bill allows a municipality to prepare a list of all town ways in that municipality that are currently maintained with public funds; a list of all town ways that have been discontinued since 1965 and whether or not a public easement was retained, if known; and a list of all town ways that have been abandoned since 1965 and whether or not a public easement was retained, if known. If a municipality prepares a list, the municipality must publish the list on its publicly accessible website or make copies available at the municipal office, for which the municipality may charge a reasonable fee. The municipality must record the list at the county registry of deeds. *Review amendment; support MMA's position, if appropriate.*

**LD 1387 – An Act Regarding the State Board of Corrections** presented by President Thibodeau of Waldo and referred to the **CJPS** Committee.

This is a concept draft, which proposes to amend the laws regarding the State Board of Corrections. **WS 10:00 a.m., 1-27-16**

**LD 1487 – An Act To Amend the Laws on Protection from Abuse and Unauthorized Dissemination of Certain Private Images** – **JUD** Sponsored by Rep. Fowle

Recent legislation prohibiting unauthorized dissemination of private images included amendments to the protection from abuse laws to coordinate the laws. This bill would further amend the protection of abuse laws with respect to the definition of “abuse” and remedies. Closely related LR 2211, Rep. Fredette

**LD 1489 – An Act To Clarify Expenditures Regarding Androscoggin County** – **AFA**  
Sponsored by Rep. Rotundo

This bill would clarify that an appropriation in the current biennial budget is for the College for ME in Androscoggin County.

**LD 1496 – An Act To Support Maine People in Recovery** – **HHS** Sponsored by Rep. Maker

This bill would provide funding for 3 new centers in different parts of the State to coordinate and run peer support programs to help persons in recovery from drug addiction. Two of these centers would be located outside of Maine’s service centers, in order to serve populations in more rural parts of the State. Funding for each center would support the hiring of a coordinator who would



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support recovery group facilitation, peer mentoring and peer recovery resource connecting, and the centers could be coordinated and housed within existing health care settings, such as rural health care centers.

**LD 1523 – An Act To Provide Wage Parity for Supervisors in Law Enforcement – CJPS**

Sponsored by Sen. Davis

This bill would allocate funding for wage adjustments for law enforcement supervisory in order to eliminate the salary schedule compression between supervisory and nonsupervisory job classifications.

**LD 1534 – An Act To Reduce the Trafficking of Illegal Drugs in the State – CJPS**

Sponsored by Sen. Burns

This bill would establish a unit within the Department of Public Safety consisting of State Police offices trained in drug trafficking interdiction techniques who will conduct patrols on selected highways and at selected access points to the State.

**LD 1537 – An Act To Combat Drug Addiction through Enforcement, Prevention,**

**Treatment and Recovery** presented by Senate President Thibodeau, co-sponsored by Speaker Eves and referred to the **AFA** Committee with **CJPS** and **HHS**.

The purpose of this bill is to address drug addiction by increasing the number of drug enforcement agents and by increasing the availability of prevention, treatment and recovery programs.

1. Part A provides ongoing funding for 10 investigative agents in the Department of Public Safety, Maine Drug Enforcement Agency.
2. Part B directs the Department of the Attorney General to administer grants to local law enforcement agencies and county jails located in geographically diverse communities throughout the State to fund projects designed solely to facilitate pathways to community-based treatment, recovery and support services.
3. Part C directs the Department of Health and Human Services to provide grants to a substance abuse treatment entity to develop and operate a 10-bed social detoxification center located in the greater Bangor area.
4. Part D provides ongoing funding for annual grants to the Maine Association of Substance Abuse Programs for the establishment and expansion of peer support recovery centers and the coordination and provision of substance abuse prevention and education in schools and communities.
5. Part E provides funding to increase substance abuse residential treatment and substance abuse outpatient services for the uninsured.

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6. Part F transfers \$725,000 in fiscal year 2015-16 and \$1,775,000 in fiscal year 2016-17 from the funds received pursuant to the court order in State of Maine v. McGraw-Hill Companies, Inc. and Standard & Poor's Financial Services, LLC, Kennebec County Superior Court Docket No. BCD-CV-14-49, to the unappropriated surplus of the General Fund.

**Work Session in AFA with CJPS at 10:00 a.m. & HHS at 1:00 p.m. Fri., Jan. 8.**

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***New Legislative Requests (LRs) – Legislative documents not yet printed.***

**LR 2211 – An Act To Amend the Laws Regarding Protection from Abuse Orders in Order To Implement the Laws Regarding the Unauthorized Dissemination of Certain Private Images – JUD**      Sponsored by Rep. Fredette

This bill would amend the laws regarding protection from abuse orders to make changes necessary to implement Public Law 2015, chapter 339, An Act To Prohibit the Unauthorized Dissemination of Certain Private Images.

**LR 2316 – An Act To Modernize and Consolidate Court Facilities – AFA** Sponsored by Sen. Valentino

This bill would increase the maximum amount of securities that may be issued by the Maine Governmental Facilities Authority for specific allocation to the judicial branch. The increase would be used to fund projects for court facilities in Waldo, Oxford and York counties.

**LR 2407 – An Act To Increase Access to Opiate Addiction Treatment in Maine – HHS**  
Sponsored by Sen. Woodsome

This bill would increase access to opiate addiction treatment by setting the MaineCare reimbursement rate for outpatient methadone treatment at a level equal to the rates in effect prior to the 2010 and 2012 rate cuts.

**LR 2456 – Resolve, To Improve Access to and the Quality of Services for Persons with Mental Illness – HHS**      Sponsored by Rep. Gattine

This resolve would require the Department of Health and Human Services, by November 1, 2016, to develop an extensive and comprehensive plan to improve access to and the quality of care for patients who need inpatient and residential mental health services, whether forensic or civil. The plan would include an evaluation of the need for such services in Maine, the number of patients who need the services, a 10-year projection of the number of patients who will need to be serviced and multiple options for meeting any unmet needs that are determined to exist or improvements to care that need to be made.

