

M.C.C.A.

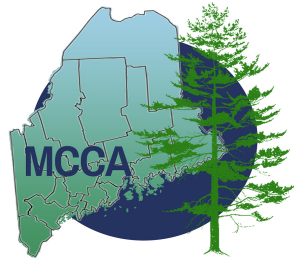
William Blodgett, President
Lincoln County Commissioner

Peter Baldacci, Vice President
Penobscot County Commissioner

Thomas Coward, Secretary-Treasurer
Cumberland County Commissioner

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

MCCA Board of Directors' Meeting Agenda 10:00 a.m., October 14, 2015

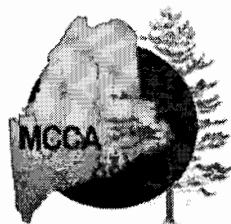
- I. **Call to Order, Introductions, Attendance, & Pledge of Allegiance**
- II. **Approval of/Additions to the Agenda**
- III. **Approval of Minutes**
 - A. September 9, 2015 Board of Directors' Meeting Minutes
- IV. **Presentation on Drug Addiction from Dr. Steven Kassels**
- V. **Old Business**
- VI. **New Business**
 - A. Presentation of Proposed Amendments to MCCA Bylaws
- VII. **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
- VIII. **Other Business**
- IX. **Adjournment**

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MAINE COUNTY COMMISSIONERS ASSOCIATION

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

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

President William Blodgett called the meeting to order at 10:04 a.m. The attendees recited the Pledge of Allegiance.

DIRECTORS PRESENT: *Androscoggin* – Comm. Beth Bell; *Aroostook* – Comm. Norman Fournier; *Cumberland* – Comm. Tom 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. Fred Trask proxy for Comm. James Annis; *Sagadahoc* – Admin. Pamela Hile proxy for Comm. Charles Crosby III; *Somerset* – Comm. Newell Graf; *Waldo* – Comm. Amy Fowler; *York* – Comm. Michael Cote; *MACCAM* – Bill Collins; *MACT* – David Parkman; *MARP* – Kathleen Ayers; and *MECCA* – Owen Smith; *MSA* – Sheriff Liberty.

OTHERS PRESENT: *Androscoggin* – County Clerk Patricia Fournier; *Cumberland* – Commissioner Stephen Gorden; *Kennebec* – Comm. Nancy Rines; *Knox* – Admin. Andrew Hart; *Somerset* – Admin. Dawn DiBlasi; *York* – Comm. Chandler; and others.

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

II. Approval of/Additions to the Agenda

Comm. Moody **moved** and Administrator Bill Collins **seconded** approving the agenda as presented. The **motion** was approved unanimously.

III. Approval of Meeting Minutes

Comm. Baldacci **moved** and Comm. Cote **seconded** approving the minutes from the Board of Directors' meeting on August 12, 2015 as written. The **motion** was approved unanimously.

IV. Old Business

A. Updates on Jail Funding and/or Implementation of PL Chapter 335

No updates were given.

V. New Business

A. Nomination of an Additional Representative to the NACo Board of Directors

President Bill Blodgett requested nominations, specifically people who would be available to participate in NACo conferences. Comm. Fowler made a **motion** to nominate Gary McGrane. Comm. McGrane responded that he was interested in being the representative. Comm. Cote **seconded the motion**. After some discussion Comm. Blodgett asked for the vote. Eight were in favor and two were opposed. Gary McGrane is now Maine's second representative to the NACo Board of Directors.

B. Adoption of a Position Regarding a Proposed U.S. Department of Labor Rule Change that Would Increase the Salary Threshold for Employee Overtime Exemption

Administrator Scott Cole proposed that after the conversation at the meeting, the Board table this until the impact on counties could be studied. Comm. Fournier moved to support NACo's position to extend the comment period 90 days. Comm. Baldacci **seconded the motion**, which was unanimously approved.

C. Consideration of Hearing from Dr. Steve Kassels about His Novel, Addiction on Trial – Tragedy in Downeast Maine

Rosemary Kulow explained that Dr. Steven Kassels is board certified in Emergency Medicine and Addiction Medicine. The book was written as a mystery thriller to both entertain and educate through the depiction of the realistic struggles of addiction. Medical and behavioral aspects of addiction are woven into the intrigue of this thriller, which culminates in a riveting murder trial. Comm. Fowler suggested that MSA should hear his presentation. Comm. Cote said MCCA could host the talk and invite MSA so that both organizations could benefit. Comm. Blodgett stated that as there are no objections we will proceed. MCCA staff will set up a joint meeting and invite Dr. Kassels to speak.

VI. Reports

A. Executive Director's Report (See attached.)

B. Financial Report (Attached.)

Executive Director Rosemary Kulow presented her reports. Copies of the adopted Personnel Policy were made available at the meeting as mentioned in the Ethics Policy portion. Comm. Baldacci made a ***motion*** to approve the reports as written. Comm. Fowler seconded the ***motion***, which was passed unanimously.

C. Legislative Report

No report was given.

D. Association Reports

MACCAM: Bill Collins reported the group would be meeting the next day at the convention.

MACT: David Parkman stated the treasurers association met this morning at the convention and had nothing of note to report.

MARP: Kathleen Ayers reported that this group also met this morning at the convention. The association continues to address challenges arising from changes in the laws and the current ever evolving e-filing system.

MECCA: Owen Smith reported that MECCA is co-sponsoring a risk management training with Gordon Graham on Oct 8th for Emergency Communications and others. The morning training is "Active Shooter" and the afternoon is "Ground Control for Fire Scenes."

MSA: Sheriff Liberty reported that funding distributions have gone out to county jails from the Department of Corrections. The amount of the distributions and how the amount was determined is not yet known. However, it is agreed that all counties will lack adequate funding. MOU's will be needed. Sheriffs are meeting in Augusta on Monday of next week to discuss how to deal with this. MSA has yet to take a position on whether to focus on the supplemental budget or completely revise the law in the next session. Sheriffs will need to work with Commissioners who control the budget. It is also unknown how pretrial defendants are counted in the distribution formula.

E. Corrections Report

No additional report was given.

F. Annual Convention Report

Office Manager Lauren Haven reported that the convention was going smoothly. Volunteers and members of the Convention Planning Committee met yesterday to prepare for the event. Final numbers may be available at the next Board of Directors' meeting depending on outstanding invoices and income.

G. NACo Report

Comm. Baldacci reported that Dr. Natalie Ortiz would be speaking today on the NACo study, "County Jails at a Crossroad: Examining the Pretrial Population and Pretrial Release." Sheriff Liberty stated that he is already utilizing her report in his management of the Kennebec County Jail. The talk will occur after lunch in the dining room.

VII. Other Business

Gary McGrane stated that Amy Fowler's term on the E-911 Council would expire soon.
Comm. McGrane moved to re-nominate Comm. Fowler to continue to serve on the Council.
Comm. Cote seconded the motion and it was approved unanimously.

VIII. Adjournment

Comm. Baldacci made a **motion** to adjourn at 10:50 a.m.; Comm. Coward seconded the **motion**, which was unanimously approved. The group adjourned to join in other convention activities.

Respectfully submitted,

MCCA Office Manager, Lauren Haven

Attested:

MCCA Secretary-Treasurer, Thomas S. Coward

M.C.C.A.

William Blodgett, President
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MAINE COUNTY COMMISSIONERS ASSOCIATION

Executive Director's Report September 4, 2015

Ethics Policy

The MCCA Ethics Committee has determined that a sufficient ethics policy already exists for the entire MCCA organization, and it is included in the adopted MCCA Personnel Policy. Copies of the Personnel Policy will once again be distributed to all board members and their proxies.

PL Chapter 335 – Jails Law

The MCCA Executive Committee held a conference call with Bill Whitten Friday, August 28th, at which time Mr. Whitten updated the Executive Committee about his progress in talking to legislators about the jails legislation and the jails funding situation. Mr. Whitten submitted the attached notes of his activities and the conference call. The bottom line is that the officers agreed that no new overall legislation will be developed and introduced for the next legislative session; but rather, the MCCA will focus on introducing a supplemental funding request in 2016. In the meantime, counties will work together to develop more appropriate legislation for the 2017 legislative session that will address the shortcomings of the current law.

NACo Membership

Congratulation, Maine! We now have 100% county membership in the National Association of Counties – the first time in history. 100% membership grants Maine an additional member on the NACo Board of Director, which ensures greater representation for our region and enhances Maine's clout in national policy-making. An additional perk from 100% membership is reduced conference registration costs for the new board member.

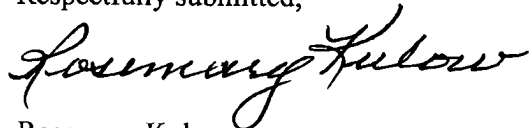
Meetings/Events since August 12, 2015 Board of Directors' Meeting

Aug. 13 Waldo County Commissioners' meeting in Belfast
Aug. 14 MainePERS Training at St. Joseph's College in Standish
Aug. 18 Kennebec County Commissioners' meeting in Augusta
Aug. 19 Convention Planning Committee meeting in Ellsworth
Aug. 28 Executive Committee conference call regarding corrections legislation
Sept. 1 Piscataquis County Commissioners' meeting in Dover-Foxcroft
Sept. 2 Convention Planning Committee conference call meeting

Upcoming Planned Meetings/Events (as of this writing):

Sept. 9-11 ***MCCA Annual Convention in Bar Harbor, Hancock County***
Sept. 15 Franklin County Commissioners' meeting in Farmington
Sept. 17-21 Visiting family in Wisconsin & Minnesota
Sept. 29 Penobscot County Commissioners' meeting in Bangor
Oct. 7 Aroostook County Commissioners' meeting in Houlton
Oct. 7-8 MMA Annual Convention
Oct. 13 Sagadahoc County Commissioners' meeting in Bath
Oct. 14 MCCA Board meetings in Augusta

Respectfully submitted,



Rosemary Kulow
Executive Director

Bill Whitten's

MEETING NOTES

CONFERENCE CALL

8/28/15

Attendees: Tom Coward, Bill Blodgett, Peter Baldacci, Bill Whitten, Rosemary Kulow, Lauren Haven.

Bill W updated group on conversations: Had not been able to contact Ricky Long of CJPS

Catherine Nadeau of CJPS and one of the "authors" of current bill, felt she owes us the money up to 14.6 million and will do all she can to get it.

Senator Hamper of Approps. Agreed with Nadeau's assessment and said there is a surplus in revenue and this would be a top priority for him also.

All agreed to work on finding a method to get the supplemental funding.

Comm. Fitzpatrick of DOC trying to get the funding out in the next two weeks, question is what is that based on? 12.1, or plus surcharge funding, if so, less the \$225,000 for admin. Costs?

All agreed to NOT attempt any legislation in the next session and try to get 195 and Thibideau bill (carried over from last year) killed in committee, with no changes to current legislation. Let the counties work it out over the next year from now.

SINCE THIS CALL:

Peter Crichton has spoken with Comm. Fitzpatrick and found:

He reversed his understanding of the interpretation of who gets credit for the inmate, to the SENDING jail, this amounts to about \$20 per inmate.

This has caused Cumberland (and likely others) to review our policy and likely send back all inmates not paying a daily fee. In fact, it has been suggested we send OUT our own inmates to get credit and just close down.....

We just now received an explanation of inmate counting from Scott Ferguson, which I will forward also.

He did say however, that he expects us to make agreements between counties for inmate boarding....

So, I will continue to seek more understanding and go from there.

BW

MAINE COUNTY COMMISSIONERS ASSOCIATION

August 2015 Financial Report

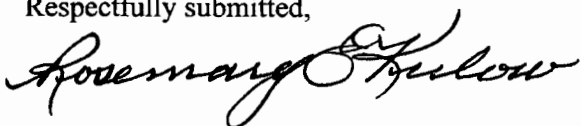
Attached please find the monthly financial reports for the month of August 2015. The Balance Sheet shows total Assets/Liabilities & Equity at \$236,057.02. Debits to the bank account in August totaled \$15,633.48. The ending bank balance on August 31st showed \$238,199.99. This month the bank made a \$1.00 error in totaling one of the deposits, so they will credit \$1.00 to the checking account next month.

With about 67% of the budget year completed, we had collected \$207,128, or 84% of *budgeted* revenue by August 31st. In addition, last month we received the surplus distribution of \$47,845.72 from MainePERS, which was not forecast as budgeted revenue. Because we now subtract employer contributions from that pot of money, the August 31 balance remaining in that line was \$46,778. Through August 31st we had received \$40,174, or 73% of what is budgeted for Convention Income.

On the expenditure side, \$15,069 (6% of the total budget) was expended in August, for a total of \$133,507 (54%) expended year-to-date. We show that \$6,878, (20%) had been spent for convention expenditures as of August 31, 2015. See the *Profit & Loss Budget vs. Actual* report for additional revenue and expenditure details for the year.

MCCA finances are within budget, and there are no problems in any line item at this time. Please don't hesitate to let me 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: _____

William Blodgett, President

Peter Baldacci, Vice-President

Thomas Coward, Secretary-Treasurer

**Maine County Commissioners Association
Balance Sheet (accrual)
As of August 31, 2015**

	<u>August 2015</u>
ASSETS	
Current Assets	
Checking/Savings	
MCCA Checking-Savings Bank	235,882.02
Petty Cash Account	200.00
Total Checking/Savings	<u>236,082.02</u>
Accounts Receivable	
Receivables	-25.00
Total Accounts Receivable	<u>-25.00</u>
Total Current Assets	<u>236,057.02</u>
TOTAL ASSETS	<u><u>236,057.02</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-717.42
Total Accounts Payable	<u>-717.42</u>
Other Current Liabilities	
1000-00 · Employee Health Insurance Contr	-398.85
1001-00 · MainePERS Employee Contribution	146.39
Total Other Current Liabilities	<u>-252.46</u>
Total Current Liabilities	<u>-969.88</u>
Total Liabilities	-969.88
Equity	
3200-00 · Fund Balance to Current Yr Inc	-59,216.00
3900-00 · Earnings	175,841.44
Net Income	120,401.46
Total Equity	<u>237,026.90</u>
TOTAL LIABILITIES & EQUITY	<u><u>236,057.02</u></u>

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09/02/15

Maine County Commissioners Association
Reconciliation Summary
MCCA Checking-Savings Bank, Period Ending 08/31/2015

	August 2015
Beginning Balance	<u>200,590.05</u>
Cleared Transactions	
Checks and Payments - 19 items	-15,634.48
Deposits and Credits - 15 items	<u>53,244.42</u>
Total Cleared Transactions	<u>37,609.94</u>
 Cleared Balance	 <u><u>238,199.99</u></u>
 Uncleared Transactions	
Checks and Payments - 4 items	<u>-2,317.97</u>
Total Uncleared Transactions	<u>-2,317.97</u>
 Register Balance as of 08/31/2015	 <u><u>235,882.02</u></u>
 New Transactions	
Deposits and Credits - 1 item	<u>1,613.00</u>
Total New Transactions	<u>1,613.00</u>
 Ending Balance	 <u><u>237,495.02</u></u>

2:02 PM
09/02/15

Maine County Commissioners Association
Reconciliation Detail
MCCA Checking-Savings Bank, Period Ending 08/31/2015

	Date	Num	Name	Amount	Balance
Beginning Balance					200,590.05
Cleared Transactions					
Checks and Payments - 19 items					
	7/17	3550	Spotlight Solutions	-750.00	-750.00
	7/17	3549	Bank of Maine	-641.55	-1,391.55
	7/17	3551	Maine Municipal Association	-111.75	-1,503.30
	7/28	3553	Dana Lavertu DJ Entertainment	-125.00	-1,628.30
	8/6	3555	Gorham Leasing Group	-164.35	-1,792.65
	8/6	3556	Capitol Computers/Main Security	-125.00	-1,917.65
	8/6	3557	Tower Publishing	-92.00	-2,009.65
	8/13	3558	Kulow, Rosemary	-189.75	-2,199.40
	8/13	3560	Macomber Farr & Whitten	-185.00	-2,384.40
	8/13	3559	Haven, Lauren	-132.14	-2,516.54
	8/14	EFT	Bangor Payroll	-1,865.37	-4,381.91
	8/17	EFT	Bangor Payroll	-1,865.37	-6,247.28
	8/20	EFT	Collins, Bill	-186.72	-6,434.00
	8/21	EFT	Bangor Payroll	-1,865.37	-8,299.37
	8/21	3562	Bank of Maine	-1,520.46	-9,819.83
	8/21	3561	MainePERS	-593.33	-10,413.16
	8/28	EFT	Bangor Payroll	-5,217.44	-15,630.60
	8/31			-2.88	-15,633.48
	8/31	2015	Bank Error \$1 will be credited in Sept	-1.00	-15,634.48
Total Checks and Payments				-15,634.48	-15,634.48
Deposits and Credits - 15 items					
	8/3			3,223.00	3,223.00
	8/5		Oxford County Treasurer	129.00	3,352.00
	8/5	3294	MCCA Risk Management Pool	25,000.00	28,352.00
	8/7			1,251.00	29,603.00
	8/11			1,264.00	30,867.00
	8/12			1,877.00	32,744.00
	8/18			4,265.00	37,009.00
	8/20			2,548.00	39,557.00
	8/21			1,629.00	41,186.00
	8/26			1,496.00	42,682.00
	8/26			1,989.27	44,671.27
	8/28			511.00	45,182.27
	8/31			4.58	45,186.85
	8/31			475.00	45,661.85
	8/31			7,582.57	53,244.42
Total Deposits and Credits				53,244.42	53,244.42
Total Cleared Transactions				37,609.94	37,609.94

2:02 PM
09/02/15

Maine County Commissioners Association
Reconciliation Detail
MCCA Checking-Savings Bank, Period Ending 08/31/2015

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>	<u>Balance</u>
Cleared Balance				37,609.94	238,199.99
Uncleared Transactions					
Checks and Payments - 4 items					
	8/28	3563	Maine Farm Bureau Building Associatio	-1,497.17	-1,497.17
	8/28	3566	MainePERS	-474.67	-1,971.84
	8/28	3565	Country Cafe Catering	-250.00	-2,221.84
	8/28	3564	Staples Credit Plan	-96.13	-2,317.97
Total Checks and Payments				<u>-2,317.97</u>	<u>-2,317.97</u>
Total Uncleared Transactions				<u>-2,317.97</u>	<u>-2,317.97</u>
Register Balance as of 08/31/2015				35,291.97	235,882.02
New Transactions					
Deposits and Credits - 1 item					
	9/1			1,613.00	1,613.00
Total Deposits and Credits				<u>1,613.00</u>	<u>1,613.00</u>
Total New Transactions				<u>1,613.00</u>	<u>1,613.00</u>
Ending Balance				<u><u>36,904.97</u></u>	<u><u>237,495.02</u></u>

Maine County Commissioners Association
Profit & Loss Budget vs. Actual
January through August 2015

	Budget	August 2015	2015 YTD	\$ Over Budget	% of Budget
Income					
4100-00 · Convention Income					
4120-00 · Registration	30,000	19,651	25,753	-4,247	86%
4130-00 · Sponsorship	12,500	2,261	3,761	-8,739	30%
4140-00 · Vendor	12,500	6,099	10,660	-1,840	85%
Total 4100-00 · Convention Income	55,000	28,011	40,174	-14,826	73%
4300-00 · Dues	140,240		140,240		100%
4400-00 · Other Income	500	42	1,184	684	237%
4500-00 · NACo Roster	500		500		100%
4600-00 · MCCA Risk Pool Assessment	25,000	25,000	25,000		100%
4800-00 · MainePERS Surplus Funds		-1,068	46,778		
4810-00 · Interest Earned	50	5	30	-20	60%
4920-00 · Transfer in from Fund Balance	25,260			-25,260	
Total Income	246,550	51,990	253,906	7,356	103%
Expense					
5000-00 · Payroll Expenses					
5020-00 · Payroll Fees	1,850	136	1,160	-690	63%
5030-00 · FICA	7,750	566	4,915	-2,835	63%
5050-00 · Salary - Administrative Asst	37,000	2,827	24,029	-12,971	65%
5060-00 · Salary - Executive Director	74,000	5,649	47,659	-26,341	64%
Total 5000-00 · Payroll Expenses	120,600	9,178	77,763	-42,837	64%
5100-00 · Insurance					
5110-00 · Health Insurance	20,000	1,635	13,177	-6,823	66%
5120-00 · Commercial, Crime, D&O Ins	2,000	185	1,872	-128	94%
5130-00 · Workers Comp	600		514	-86	86%
5140-00 · Unemployment Comp Ins	500		335	-165	67%
Total 5100-00 · Insurance	23,100	1,820	15,898	-7,202	69%
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%

Maine County Commissioners Association
Profit & Loss Budget vs. Actual
January through August 2015

	Budget	August 2015	2015 YTD	\$ Over Budget	% of Budget
6040-00 · NACO Expenses					
6041-00 · Conferences	8,400	768	4,787	-3,613	57%
Total 6040-00 · NACO Expenses	8,400	768	4,787	-3,613	57%
6050-00 · Education and Training	500		145	-355	29%
6100-00 · Bank Charges	50	3	4	-46	8%
6110-00 · Convention Exp.					
6113-00 · Entertainment/Speakers	5,000		1,350	-3,650	27%
6114-00 · MCCA Staff Registration Expense	1,000	162	322	-678	32%
6118-00 · Meeting Exp.	26,000	64	5,197	-20,803	20%
6121-00 · Supplies	3,250	9	9	-3,241	0%
Total 6110-00 · Convention Exp.	35,250	234	6,878	-28,372	20%
6135-00 · Commissioner Retirement Plaques	600			-600	
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		1,300	-200	87%
6150-00 · Equipment - Office					
6151-00 · Computer Hardware & Software	1,500	159	856	-644	57%
6152-00 · IT Services	3,250	125	1,775	-1,475	55%
6153-00 · Photocopier Lease	2,000	164	1,315	-685	66%
6154-00 · Printer & Supplies	1,700		592	-1,108	35%
6155-00 · Telephone System	200			-200	
6156-00 · Other	500			-500	
Total 6150-00 · Equipment - Office	9,150	448	4,538	-4,612	50%
6160-00 · Fees	150		43	-107	29%
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	282	2,127	-873	71%
6174-00 · Retreat Meeting	1,500			-1,500	
6175-00 · Meetings - Other	800		159	-641	20%
Total 6170-00 · Meeting exp.	7,050	282	3,558	-3,492	50%
6180-00 · Mileage & Travel Expense	4,000	321	2,183	-1,817	55%
6195-00 · Office Space Rental	18,375	1,497	11,747	-6,628	64%

Maine County Commissioners Association
Profit & Loss Budget vs. Actual
January through August 2015

	Budget	August 2015	2015 YTD	\$ Over Budget	% of Budget
6215-00 · Postage-Shpping	350		71	-279	20%
6230-00 · Advertising	1,000			-1,000	
6235-00 · Supplies	2,500	300	1,629	-871	65%
6240-00 · Telephone, Fax & Internet					
6241-00 · Cell Phone	1,800	49	951	-849	53%
6242-00 · Conference Call Line	100			-100	
6243-00 · Phone, Fax & Internet	3,000	168	1,005	-1,995	34%
Total 6240-00 · Telephone, Fax & Internet	4,900	217	1,956	-2,944	40%
6250-00 · Website	250		18	-232	7%
6260-00 · Contingency	3,000			-3,000	
66900 · Reconciliation Discrepancies		1	1		
Total Expense	246,550	15,069	133,507	-113,043	54%

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09/03/15
Accrual Basis

Maine County Commissioners Association Transaction Detail by Account August 2015

MCCA Checking-Savings Bank

Date	Num	Name	Memo	Amount
8/3			Deposit	3,223.00
8/5	3294	MCCA Risk Management Pool		25,000.00
8/5		Oxford County Treasurer	Deposit	129.00
8/6	3555	Gorham Leasing Group	Lease #ME1827	-164.35
8/6	3556	Capitol Computers/Main Security		-125.00
8/6	3557	Tower Publishing	2015 Edition Maine Register	-92.00
8/7			Deposit	1,251.00
8/11			Deposit	1,264.00
8/12			Deposit	1,877.00
8/13	3558	Kulow, Rosemary	Executive Director Expenses	-189.75
8/13	3559	Haven, Lauren		-132.14
8/13	3560	Macomber Farr & Whitten	Property and Terrorism Risk Insur	-185.00
8/14	EFT	Bangor Payroll	Payroll for week 8/3 to 8/9/15	-1,865.37
8/17	EFT	Bangor Payroll	Payroll for week 7/27 to 8/2/15	-1,865.37
8/18			Deposit	4,265.00
8/20			Deposit	2,548.00
8/20	EFT	Collins, Bill	Partial Refund for order Ams5	-186.72
8/21	3561	MainePERS	transaction number 2345261	-593.33
8/21	3562	Bank of Maine	Visa Payment	-1,520.46
8/21			Deposit	1,629.00
8/21	EFT	Bangor Payroll	Payroll for week 8/10 to 8/16/15	-1,865.37
8/26			Deposit	1,989.27
8/26			Deposit	1,496.00
8/28			Deposit	511.00
8/28	3563	Maine Farm Bureau Build Assoc	Office Rent	-1,497.17
8/28	3564	Staples Credit Plan		-96.13
8/28	3565	Country Cafe Catering	BOD Meeting Lunch	-250.00
8/28	3566	MainePERS		-474.67
8/28	EFT	Bangor Payroll	Payroll for week 8/17 to 8/23/15	-5,217.44

Maine County Commissioners Association Transaction Detail by Account August 2015

8/31		Deposit	475.00
8/31		Deposit	7,582.57
8/31	2015	Balance Adjustment	-1.00
8/31		Service Charge	-2.88
8/31		Interest	4.58
			<hr/>
Total MCCA Checking-Savings Bank			36,920.27

Receivables

8/5	1966	Browntech, Inc.	525.00
8/5	3294	MCCA Risk Management Pool	-25,000.00
8/20	1967	Collins, Bill	-186.72
8/20	EFT	Collins, Bill	186.72
			<hr/>
Total Receivables			-24,475.00

Accounts Payable

8/5	156811A	Tower Publishing	-92.00
8/5		Gorham Leasing Group	-164.35
8/5	02-5617	Capitol Computers/Main Security	-125.00
8/6	3555	Gorham Leasing Group	164.35
8/6	3556	Capitol Computers/Main Security	125.00
8/6	3557	Tower Publishing	92.00
8/7	2015-32	Bangor Payroll	-1,865.37
8/12		Macomber Farr & Whitten	-185.00
8/12		Kulow, Rosemary	-189.75
8/12		Haven, Lauren	-132.14
8/13	3558	Kulow, Rosemary	189.75
8/13	3559	Haven, Lauren	132.14
8/13	3560	Macomber Farr & Whitten	185.00
8/14	2015-33	Bangor Payroll	-1,865.37
8/14	EFT	Bangor Payroll	1,865.37
8/17	EFT	Bangor Payroll	1,865.37
8/21		Bank of Maine	-1,520.46

Maine County Commissioners Association Transaction Detail by Account August 2015

8/21	8/21	3561	MainePERS	transaction number 2345261	-593.33
8/21	8/21	3562	MainePERS	transaction number 2345261	593.33
8/21	8/21	2015-34	Bank of Maine	Visa Payment	1,520.46
8/21	8/21	EFT	Bangor Payroll	Payroll for week 8/10 to 8/16/15	-1,865.37
8/28	8/28	3563	Bangor Payroll	Payroll for week 8/10 to 8/16/15	1,865.37
8/28	8/28	3564	Maine Farm Bureau Build Assoc	Office Rent	-1,497.17
8/28	8/28	3565	Maine Farm Bureau Build Assoc	Office Rent	1,497.17
8/28	8/28	3566	Staples Credit Plan		-96.13
8/28	8/28	3567	Staples Credit Plan		96.13
8/28	8/28	3568	Country Cafe Catering	BOD Meeting Lunch	-250.00
8/28	8/28	3569	Country Cafe Catering	BOD Meeting Lunch	250.00
8/28	8/28	3570	MainePERS		-474.67
8/28	8/28	3571	MainePERS		474.67
8/28	8/28	2015-35	Bangor Payroll	Payroll for week 8/17 to 8/23/15	-5,217.44
8/28	8/28	EFT	Bangor Payroll	Payroll for week 8/17 to 8/23/15	5,217.44
Total Accounts Payable					0.00
1000-00 · Employee Health Insurance Contr					
8/7	8/7	2015-32	Bangor Payroll	EE Health Insurance Contributions	-268.34
8/14	8/14	2015-33	Bangor Payroll	EE Health Insurance Contributions	-268.34
8/21	8/21	2015-34	Bangor Payroll	EE Health Insurance Contributions	-268.34
8/28	8/28	2015-35	Bangor Payroll	EE Health Insurance Contributions	1,073.33
8/28	8/28	2015-35	Bangor Payroll	EE Health Insurance Contributions	-268.31
Total 1000-00 · Employee Health Insurance Contr					0.00
1001-00 · MainePERS Employee Contribution					
8/7	8/7	2015-32	Bangor Payroll	Employee Contribution	-158.92
8/14	8/14	2015-33	Bangor Payroll	Employee Contribution	-158.92
8/21	8/21	2015-34	Bangor Payroll	Employee Contribution	-158.92
8/28	8/28	2015-35	Bangor Payroll	Employee Contribution	-158.92
8/28	8/28	2015-35	Bangor Payroll	EE MEPRS Retirement Contributions	635.68
Total 1001-00 · MainePERS Employee Contribution					0.00

Maine County Commissioners Association Transaction Detail by Account August 2015

8/21	2015-34	Bangor Payroll	EE Health Insurance Contributions	-268.34
8/3	21080	Waldo County	D.Parkman,M.Saucier,B.Shorey,A.Fowl	-1,181.00
8/3	1719	Shorey, Jean	Jean Shorey, Guest	-192.00
8/3	92699	Hancock County	J.Eldridge,S.Joy,A.Blasi,R.Atwater	-458.00
8/3	54591	Washington County	J.Alexander	-173.00
8/3	BSBGF17075 MMEHT		Meals	-102.00
8/3	3152	Arseneau, Barbara L.	Guest - James Arseneau	-192.00
8/5	61187	Oxford County	Debra Martin	-129.00
8/7	14698	Franklin County	P.Prodan,C.Heeschen,G.McGrane	-401.00
8/11	73300	Kennebec County	K.Ayers, B.Devlin, G.Jabar, N.Rines	-1,052.00
8/11	75184	Somerset County	Laura Price	-139.00
8/11	54628	Washington County	Jill Holmes	-73.00
8/12	21129	Waldo County	Owen Smith, Stacy Grant	-434.00
8/12	7379	Stacy Grant	Guest Mel Grant	-125.00
8/12	5988	Smith, Owen	Guest Karagan Stone	-192.00
8/12	25736919	Ararmark Correctional Services	Vendor Meals	-151.00
8/18	223228	York County	15 Convention Participants	-4,247.00
8/18	15807	Sagadahoc County	Pam Hile Add Thurs Breakfast	-18.00
8/20	1263	Hancock County	Register of Deeds Julie Curtis	-145.00
8/20	54658	Washington County	Betsy Fitzgerald	-132.00
8/20	9967	Lincoln County	10 Attendees	-1,821.00
8/20	1967	Collins, Bill	Convention registration-Ams5 online c	186.72
8/21	75291	Somerset County	R.Dunphy,D.DiBlasi,N.Graf,D.Cray	-763.00
8/21	1264	Hancock County	Bonnie Cousins	-211.00
8/21	89580	Knox County	Lisa Simmons	-205.00
8/26	175100	Cumberland County	Registrations minus two guest fees	-1,947.00
8/26	061871	Androscoggin County	Bell, Fournier, Poulin, Boucher, Samso	-1,207.00
8/26	1461	Haven, Lauren	Kalina Kaminski	-187.00
8/26	688	Marilyn Saucier	Guest Fees	-102.00

4100-00 - Convention Income
4120-00 - Registration

Maine County Commissioners Association Transaction Detail by Account August 2015

8/21	2015-34	Bangor Payroll	EE Health Insurance Contributions	-268.34
8/28	1239	Linda Smith	Linda Smith	-70.00
8/28	2729	Peterson, Donna	Donna Peterson	-142.00
8/28	3124	O'Brien, Jack	Jack OBrien	-192.00
8/28	160154	Thomas Coward	Thomas Coward Guest Fees	-107.00
8/31	18251	Kofile Preservation	Vendor Meals	-225.00
8/31		MCCA	Lauren Haven	-162.41
8/31		Trask, Frederick	Deposit	-189.64
8/31		Richardson, Tim	Tim Richardson, Frank Shepard, Amy S	-212.98
		Walls, Dennis	Dennis and Kimberly Walls	
		Collins, Bill	Susan & Chris Almy	
		Collins, Bill	Chad LaBree	
		IIS Financial Services, LLC	Lunch	
		Info Quick Solutions, Inc.	Meals	
		Moore, Lynn	Sagadahoc Register of Deeds	
		Collins, Bill	Laura Sanborn	
		Collins, Bill	Dan Tremble	
		Collins, Bill	Tom Davis	
		Collins, Bill	Bill Collins	
		Collins, Bill	Susan Bulay	
		Browntech, Inc.	meals	
10960		Browntech, Inc.	Sponsoring DJ Dana Lavertu	
70888		The Bank of Maine	Sponsor	-250.00
8/31		Noyes, Karon J.	Sponsorship	-486.25
8/31		Info Quick Solutions, Inc.	Sponsor	-1,000.00
Total 4130-00 · Sponsorship				-1,736.25
8/3	706361	Securus Technologies	Exhibitor Fee	-450.00
8/3	BSBGF17075:	MMEHT	Exhibitor Fee	-475.00
4140-00 · Vendor				

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Maine County Commissioners Association Transaction Detail by Account August 2015

Total 5020-00 · Payroll Fees			8/21 2015-34	Bangor Payroll	EE Health Insurance Contributions	-268.34
			8/28 2015-35	Bangor Payroll	Processing fee	40.00
						<u>136.00</u>
5030-00 · FICA			8/7 2015-32	Bangor Payroll	Taxes	141.59
			8/14 2015-33	Bangor Payroll	Taxes	141.59
			8/21 2015-34	Bangor Payroll	Taxes	141.59
			8/28 2015-35	Bangor Payroll	Taxes	141.53
						<u>566.30</u>
Total 5030-00 · FICA						
5050-00 · Salary - Administrative Asst			8/7 2015-32	Bangor Payroll	Administrative Assistant Salary	706.73
			8/14 2015-33	Bangor Payroll	Administrative Assistant Salary	706.73
			8/21 2015-34	Bangor Payroll	Administrative Assistant Salary	706.73
			8/28 2015-35	Bangor Payroll	Administrative Assistant Salary	706.73
						<u>2,826.92</u>
Total 5050-00 · Salary - Administrative Asst						
5060-00 · Salary - Executive Director			8/7 2015-32	Bangor Payroll	Executive Directors Salary	1,412.31
			8/14 2015-33	Bangor Payroll	Executive Directors Salary	1,412.31
			8/21 2015-34	Bangor Payroll	Executive Directors Salary	1,412.31
			8/28 2015-35	Bangor Payroll	Executive Directors Salary	1,412.31
						<u>5,649.24</u>
Total 5060-00 · Salary - Executive Director						
Total 5000-00 · Payroll Expenses						9,178.46
5100-00 · Insurance						
5110-00 · Health Insurance			8/28 2015-35	Bangor Payroll	ER Health Insurance Contributions	1,635.09
						<u>1,635.09</u>
Total 5110-00 · Health Insurance						

**Maine County Commissioners Association
Transaction Detail by Account
August 2015**

5120-00 · Commercial, Crime, D&O Ins	8/21	2015-34	Bangor Payroll	EE Health Insurance Contributions	-268.34
Total 5120-00 · Commercial, Crime, D&O Ins	8/12		Macomber Farr & Whitten	Terrorism Risk & Property Insurance	<u>185.00</u>
					<u>185.00</u>
Total 5100-00 · Insurance					1,820.09
6040-00 · NACO Expenses					
6041-00 · Conferences	8/21		Bank of Maine	NACo Conference	<u>767.61</u>
Total 6041-00 · Conferences					<u>767.61</u>
Total 6040-00 · NACO Expenses					767.61
6100-00 · Bank Charges					
Total 6100-00 · Bank Charges	8/31			Service Charge	<u>2.88</u>
					<u>2.88</u>
6110-00 · Convention Exp.					
6113-00 · Entertainment/Speakers	8/5	1966	Browntech, Inc.	DJ for Convention Entertainment	<u>-525.00</u>
Total 6113-00 · Entertainment/Speakers					<u>-525.00</u>
6114-00 · MCCA Staff Registration Expense					
Total 6114-00 · MCCA Staff Registration Expense	8/21		Bank of Maine	Convention Registration	<u>162.00</u>
					<u>162.00</u>
6118-00 · Meeting Exp.					
Total 6118-00 · Meeting Exp.	8/21		Bank of Maine	Convention Expenses	<u>63.68</u>
					<u>63.68</u>

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Accrual Basis

**Maine County Commissioners Association
Transaction Detail by Account
August 2015**

	8/21	2015-34	Bangor Payroll	EE Health Insurance Contributions	-268.34
6121-00 · Supplies					
Total 6121-00 · Supplies	8/21		Bank of Maine	Convention Supplies	<u>8.53</u> <u>8.53</u>
Total 6110-00 · Convention Exp.					-290.79
6150-00 · Equipment - Office					
6151-00 · Computer Hardware & Software					
Total 6151-00 · Computer Hardware & Software	8/21		Bank of Maine	Website Hosting	<u>159.00</u> <u>159.00</u>
6152-00 · IT Services					
Total 6152-00 · IT Services	8/5	02-5617	Capitol Computers/Main Security	Cloud Backup and IT Services	<u>125.00</u> <u>125.00</u>
6153-00 · Photocopier Lease					
Total 6153-00 · Photocopier Lease	8/5		Gorham Leasing Group	Photocopier Lease - Monthly	<u>164.35</u> <u>164.35</u>
Total 6150-00 · Equipment - Office					448.35
6170-00 · Meeting exp.					
6173-00 · Monthly					
Total 6173-00 · Monthly	8/12 8/28		Haven, Lauren Country Cafe Catering	BOD Meeting BOD Meeting Lunch	32.29 <u>250.00</u> <u>282.29</u>
Total 6170-00 · Meeting exp.					282.29

Maine County Commissioners Association Transaction Detail by Account August 2015

	8/21	2015-34	Bangor Payroll	EE Health Insurance Contributions	-268.34
6180-00 · Mileage & Travel Expense					
	8/12		Kulow, Rosemary	Executive Director Mileage	189.75
	8/21		Bank of Maine	Travel Expenses	131.00
Total 6180-00 · Mileage & Travel Expense					<u>320.75</u>
6195-00 · Office Space Rental					
	8/28		Maine Farm Bureau Build Assoc	Rent	1,497.17
Total 6195-00 · Office Space Rental					<u>1,497.17</u>
6235-00 · Supplies					
	8/5	156811A	Tower Publishing	2015 Edition Maine Register	92.00
	8/12		Haven, Lauren	Misc Supplies	50.62
	8/21		Bank of Maine	Supplies	61.02
	8/28		Staples Credit Plan	Office Supplies	96.13
Total 6235-00 · Supplies					<u>299.77</u>
6240-00 · Telephone, Fax & Internet					
6241-00 · Cell Phone					
	8/12		Haven, Lauren	Cell Phone Reimbursement	49.23
Total 6241-00 · Cell Phone					<u>49.23</u>
6243-00 · Phone, Fax & Internet					
	8/21		Bank of Maine	TWC	167.62
Total 6243-00 · Phone, Fax & Internet					<u>167.62</u>
6240-00 · Telephone, Fax & Internet					
					216.85
66900 · Reconciliation Discrepancies					
	8/31	2015		Balance Adjustment	1.00
Total 66900 · Reconciliation Discrepancies					<u>1.00</u>
TOTAL					<u><u>20,175.72</u></u>
					e 10 of 10

Maine County Commissioners Association Expenses by Vendor Detail August 2015

Date	Memo	Account	Amount	Balance
Bangor Payroll				
8/7	Administrative Assistant Salary	5050-00 · Salary - Administrative Asst	706.73	706.73
8/7	Taxes	5030-00 · FICA	141.59	848.32
8/7	Processing fee	5020-00 · Payroll Fees	32.00	880.32
8/7	Executive Directors Salary	5060-00 · Salary - Executive Director	1,412.31	2,292.63
8/14	Administrative Assistant Salary	5050-00 · Salary - Administrative Asst	706.73	2,999.36
8/14	Taxes	5030-00 · FICA	141.59	3,140.95
8/14	Processing fee	5020-00 · Payroll Fees	32.00	3,172.95
8/14	Executive Directors Salary	5060-00 · Salary - Executive Director	1,412.31	4,585.26
8/21	Administrative Assistant Salary	5050-00 · Salary - Administrative Asst	706.73	5,291.99
8/21	Taxes	5030-00 · FICA	141.59	5,433.58
8/21	Processing fee	5020-00 · Payroll Fees	32.00	5,465.58
8/21	Executive Directors Salary	5060-00 · Salary - Executive Director	1,412.31	6,877.89
8/28	Administrative Assistant Salary	5050-00 · Salary - Administrative Asst	706.73	7,584.62
8/28	Taxes	5030-00 · FICA	141.53	7,726.15
8/28	Processing fee	5020-00 · Payroll Fees	40.00	7,766.15
8/28	Executive Directors Salary	5060-00 · Salary - Executive Director	1,412.31	9,178.46
8/28	ER Health Insurance Contributions	5110-00 · Health Insurance	1,635.09	10,813.55
Total Bangor Payroll			10,813.55	10,813.55
Bank of Maine				
8/21	Website Hosting	6151-00 · Computer Hardware & Software	159.00	159.00
8/21	Supplies	6235-00 · Supplies	61.02	220.02
8/21	TWC	6243-00 · Phone, Fax & Internet	167.62	387.64
8/21	Convention Registration	6114-00 · MCCA Staff Registration Expens	162.00	549.64
8/21	Travel Expenses	6180-00 · Mileage & Travel Expense	131.00	680.64
8/21	NACo Conference	6041-00 · Conferences	767.61	1,448.25
8/21	Convention Expenses	6118-00 · Meeting Exp.	63.68	1,511.93
8/21	Convention Supplies	6121-00 · Supplies	8.53	1,520.46
Total Bank of Maine			1,520.46	1,520.46

Maine County Commissioners Association Expenses by Vendor Detail August 2015

	Date	Memo	Account	Amount	Balance
Capitol Computers/Main Security					
Total Capitol Computers/Main Security	8/5	Cloud Backup and IT Services	6152-00 · IT Services	125.00	125.00
				125.00	125.00
Country Cafe Catering					
Total Country Cafe Catering	8/28	BOD Meeting Lunch	6173-00 · Monthly	250.00	250.00
				250.00	250.00
Cumberland County					
Total Cumberland County	8/26	Registrations minus two guest fees	4120-00 · Registration	-1,947.00	-1,947.00
				-1,947.00	-1,947.00
Gorham Leasing Group					
Total Gorham Leasing Group	8/5	Photocopier Lease - Monthly	6153-00 · Photocopier Lease	164.35	164.35
				164.35	164.35
Haven, Lauren					
Total Haven, Lauren	8/12	Cell Phone Reimbursement	6241-00 · Cell Phone	49.23	49.23
	8/12	BOD Meeting	6173-00 · Monthly	32.29	81.52
	8/12	Misc Supplies	6235-00 · Supplies	50.62	132.14
	8/26	Kalina Kaminski	4120-00 · Registration	-187.00	-54.86
				-54.86	-54.86
Kulow, Rosemary					
Total Kulow, Rosemary	8/12	Executive Director Mileage	6180-00 · Mileage & Travel Expense	189.75	189.75
				189.75	189.75
Macomber Farr & Whitten					
	8/12	Terrorism Risk & Property Insurance	5120-00 · Commercial, Crime, D&O Ins	185.00	185.00

**Maine County Commissioners Association
Expenses by Vendor Detail
August 2015**

	Date	Memo	Account	Amount	Balance
Total Macomber Farr & Whitten				185.00	185.00
Maine Farm Bureau Building Association					
Total Maine Farm Bureau Building Association	8/28	Rent	6195-00 · Office Space Rental	1,497.17	1,497.17
				1,497.17	1,497.17
MainePERS					
Total MainePERS	8/21	EmployER Portion July 2015	4800-00 · MainePERS Surplus Funds	593.33	593.33
	8/28	EmployER Portion July 2015	4800-00 · MainePERS Surplus Funds	474.67	1,068.00
				1,068.00	1,068.00
Oxford County Treasurer					
Total Oxford County Treasurer	8/5	Debra Martin	4120-00 · Registration	-129.00	-129.00
				-129.00	-129.00
Staples Credit Plan					
Total Staples Credit Plan	8/28	Office Supplies	6235-00 · Supplies	96.13	96.13
				96.13	96.13
Tower Publishing					
Total Tower Publishing	8/5	2015 Edition Maine Register	6235-00 · Supplies	92.00	92.00
				92.00	92.00
TOTAL				13,870.55	13,870.55

October 14, 2015

Board of Directors
Maine County Commissioners Association
Augusta, Maine

RE: Amendments to By-Laws

Dear Board Members,

Amendments to our Association's by-laws are now presented with hope of adoption at the 2016 annual membership meeting in January. Please refer to the draft document included with this memo.

In summary, these amendments will accomplish the following:

- clarify role and authority of Executive Committee in relation to Board of Directors
- designate the Board of Directors as sole agent to employ an executive director, or contract for executive director services, and to conduct performance evaluations
- provide the Association with option of procuring services of an executive director through employment or contractual relationships without prejudice toward either
- establish Board of Directors as a 16-member body with adherence to "one county/one vote" principle
- guarantee the right of eight affiliate organizations to speak at all Board of Directors meetings
- guarantee the right of eight affiliate organizations to vote on legislative positions

These changes are brought forward in a singular spirit of improving administration of Association affairs.

We look forward to your review of this proposal and thank you for thoughtful consideration of same.

Respectfully Submitted:

Michael Cote
York

Amy Fowler
Waldo

Newell Graf
Somerset

Steven Merrill
Oxford

Chris Gardner
Washington

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

- *To Be Introduced at Board of Directors Meeting: Wednesday, October 14, 2015*
- *To Be Considered at Annual Membership Meeting: Wednesday, January 13, 2016
(or other date as may be scheduled)*

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 other candidates for each office from within the Board of Directors.

Terms of Office

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

Vacancies

Section 4. In the event of a vacancy or the inability of a Director to serve, the respective county may appoint a new Director in the

same manner to fill the unexpired term. In the event of a vacancy in the office of Vice President or Secretary-Treasurer, the vacancy will be filled by appointment by the President, subject to the approval of a majority of the Officers and Directors. A vacancy in the office of President shall be filled by appointment by a majority of the Officers and Directors.

NACo Representative

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

ARTICLE V. MEETINGS

Membership Meetings

Section 1. Any meeting of the general membership shall be held upon the call of the President or any five Directors ~~at least three of whom must be commissioners.~~ A quorum requirement for a general membership meeting shall be satisfied when a majority of member counties are represented by at least one Commissioner. Delegates to any 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 By-laws may be heard in debate or may 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 Section 1. 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 ~~and Directors of the Associations~~ at least twenty days prior to such meeting.

Effective Date Section 2. Amendments shall become effective immediately after being formally voted.

ARTICLE IX. DISSOLUTION

Procedure Section 1. 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.

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

M.C.C.A.

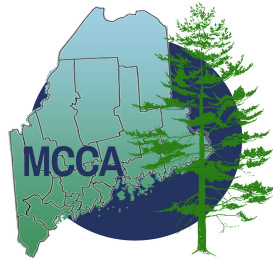
William Blodgett, President
Lincoln County

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.maine counties.org

MAINE COUNTY COMMISSIONERS ASSOCIATION

Executive Director's Report October 9, 2015

EXECUTIVE DIRECTOR'S VISITS TO COUNTY COMMISSIONERS' MEETINGS

Since the convention I have visited several more county commissioners' meetings, including Penobscot, Franklin, York, and Sagadahoc counties. All counties are meeting the challenges of the sometimes difficult issues that face Maine counties, and I want to thank all county officials for their hospitality and service. I will be visiting Lincoln, Androscoggin, and Aroostook counties in the upcoming month, with Somerset scheduled for November 18th.

BUDGET PROCESS

I am preparing my proposal for the 2016 MCCA budget, and it will be presented to the Budget and Finance Committee for review and consideration shortly. The committee is required by the MCCA bylaws to present its proposed budget to the full Board of Directors at the December 9th meeting.

SHOWCASE OF COUNTIES

I would like to begin having the MCCA newsletter and website showcase a different county each month. The bulk of the newsletter will be dedicated to news from a specific county and highlight each county's initiatives, successes, challenges, programs and services, and other newsworthy items. Please be prepared to work with your staff to develop a comprehensive summary of your county's achievements and initiatives for the newsletter to share with Lauren. A volunteer county is needed for the upcoming October issue, so please don't be shy – volunteer your county, and thank you for helping MCCA showcase Maine's counties! Illustrative photos are encouraged and most welcome.

CONVENTION EVALUATIONS

If you haven't done so already, please fill out an evaluation of the recent MCCA annual convention that was held in Bar Harbor, Hancock County. Evaluation forms are available on the MCCA website to complete and submit; but if you want to use a paper copy instead, just let us know and we'll give you one. The evaluations will be summarized for everyone's information. We need to hear from you, as we want to keep improving the MCCA convention experience.

2013 MCCA CONVENTION IN FRANKLIN COUNTY

It came to our attention that Franklin County did not receive a plaque of appreciation for hosting the 2013 convention at Sugarloaf. We sincerely apologize for the oversight and have ordered a plaque to commemorate that very successful convention. As soon as we receive the plaque, it will be presented to Franklin County representatives at an upcoming board meeting.

2014-2015 AUDIT

I sent an email to Ron Smith requesting a proposal from his firm to audit the MCCA books for 2014 and 2015, but I have yet to receive a response from him.

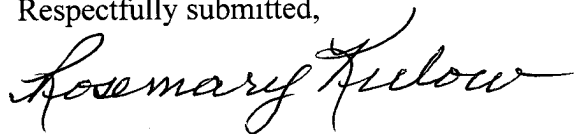
Meetings/Events since the September 9, 2015 Board of Directors' Meeting

Sept. 14	Appropriations & Financial Affairs Committee meeting at Statehouse
Sept. 23	Northeast NACo conference call
Sept. 29	Penobscot County Commissioners' meeting in Bangor
Oct. 5	Franklin County Commissioners' meeting in Farmington
Oct. 7 & 8	MMA Convention in Augusta
Oct. 7	York County Commissioners' meeting in Alfred
Oct. 12	Columbus Day Holiday – MCCA office closed
Oct. 13	Sagadahoc County Commissioners' meeting in Bath

Upcoming Planned Meetings/Events (as of this writing):

Oct. 14	MCCA Board of Directors' meetings in Augusta
Oct. 15	Convention Planning Committee meeting in Augusta
Oct. 20	Lincoln County Commissioners' meeting in Wiscasset
Oct. 21	Androscoggin County Commissioners' meeting in Auburn
Oct. 26-28	Vacation Days
Oct. 29	MACCAM meeting at MCCA in Augusta
Nov. 4	Aroostook County Commissioners' meeting in Houlton
Nov. 11	Veterans' Day Holiday – MCCA office closed
Nov. 18	Next MCCA Board meetings

Respectfully submitted,



Rosemary Kulow
Executive Director

MAINE COUNTY COMMISSIONERS ASSOCIATION

September 2015 Financial Report

Attached please find the monthly financial reports for the month of September 2015. The Balance Sheet shows total Assets/Liabilities & Equity at \$226,240.50. Debits to the bank account in September totaled \$17,888.27. The ending bank balance on September 30th was \$226,103.39.

With about **75%** of the budget year completed, 86% of *budgeted* revenue (\$212,842) which does not include the disbursement from the MainePERS PLD surplus fund had been received by the end of September. MCCA received a total of \$4,385 income in September.

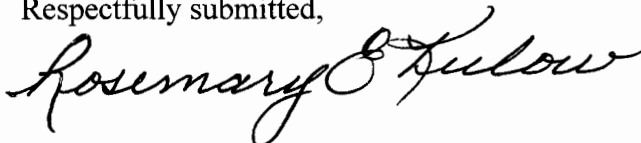
On the expenditure side of MCCA's budget, a total of \$149,085 (60%) had been expended by September 30th. \$15,531 (6.3% of the total budget) was expended in September. See the *Profit & Loss Budget vs. Actual* report for additional revenue and expenditure details for the year.

By September 30th MCCA had received \$45,883, or 83% of what had been budgeted for Convention Income. This is about \$9,117 short of the budget projection. As of September 30th, \$10,089 (29% of the budget) had been spent on convention expenditures, with \$3,164 paid out in September. We will have a more complete picture of Convention finances next month after all Convention bills have been paid, including the >\$20,000 convention center bill.

Other than receiving less income from the Convention than anticipated, MCCA's overall finances are within budget. There are no other problems in any line item at this time.

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: _____

William Blodgett, President

Peter Baldacci, Vice-President

Thomas Coward, Secretary-Treasurer

Maine County Commissioners Association
Balance Sheet
As of September 30, 2015

	<u>Sept 2015</u>
ASSETS	
Current Assets	
Checking/Savings	
MCCA Checking-Savings Bank	225,930.39
Petty Cash Account	<u>200.00</u>
Total Checking/Savings	226,130.39
Accounts Receivable	
Receivables	<u>110.11</u>
Total Accounts Receivable	<u>110.11</u>
Total Current Assets	<u>226,240.50</u>
TOTAL ASSETS	<u><u>226,240.50</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	<u>-669.47</u>
Total Accounts Payable	-669.47
Other Current Liabilities	
1000-00 · Employee Health Insurance Contr	-398.85
1001-00 · MainePERS Employee Contribution	<u>146.39</u>
Total Other Current Liabilities	<u>-252.46</u>
Total Current Liabilities	<u>-921.93</u>
Total Liabilities	-921.93
Equity	
3200-00 · Fund Balance to Current Yr Inc	-59,216.00
3900-00 · Earnings	175,841.44
Net Income	<u>110,536.99</u>
Total Equity	<u>227,162.43</u>
TOTAL LIABILITIES & EQUITY	<u><u>226,240.50</u></u>

Maine County Commissioners Association
Reconciliation Summary
MCCA Checking-Savings Bank, Period Ending 09/30/2015

	Sept 2015
Beginning Balance	<u>238,200.99</u>
Cleared Transactions	
Checks and Payments - 20 items	-17,888.27
Deposits and Credits - 9 items	<u>5,791.67</u>
Total Cleared Transactions	<u>-12,096.60</u>
 Cleared Balance	 <u><u>226,104.39</u></u>
 Uncleared Transactions	
Checks and Payments - 1 item	-174.00
Total Uncleared Transactions	<u>-174.00</u>
 Register Balance as of 09/30/2015	 <u><u>225,930.39</u></u>
 New Transactions	
Checks and Payments - 8 items	-25,195.60
Total New Transactions	<u>-25,195.60</u>
 Ending Balance	 <u><u>200,734.79</u></u>

Maine County Commissioners Association
Reconciliation Detail
MCCA Checking-Savings Bank, Period Ending 09/30/2015

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>	<u>Balance</u>
Beginning Balance					238,200.99
Cleared Transactions					
Checks and Payments - 20 items					
	8/28	3563	Maine Farm Bureau Building Assoc	-1,497.17	-1,497.17
	8/28	3566	MainePERS	-474.67	-1,971.84
	8/28	3565	Country Cafe Catering	-250.00	-2,221.84
	8/28	3564	Staples Credit Plan	-96.13	-2,317.97
	9/3	3571	The Crown Vics	-800.00	-3,117.97
	9/3	3570	Spotlight Solutions	-750.00	-3,867.97
	9/3	3569	Dana Lavertu DJ Entertainment	-400.00	-4,267.97
	9/3	3567	Gorham Leasing Group	-164.35	-4,432.32
	9/3	3568	Capitol Computers/Main Security	-125.00	-4,557.32
	9/4	EFT	Bangor Payroll	-1,865.37	-6,422.69
	9/11	EFT	Bangor Payroll	-1,865.37	-8,288.06
	9/16	3574	Bank of Maine	-838.66	-9,126.72
	9/16	3575	Cybercopy	-667.13	-9,793.85
	9/16	3572	Kulow, Rosemary	-378.79	-10,172.64
	9/16	3573	Haven, Lauren	-303.49	-10,476.13
	9/16	3577	Maine Municipal Association	-111.75	-10,587.88
	9/18	EFT	Bangor Payroll	-1,865.37	-12,453.25
	9/25	EFT	Bangor Payroll	-5,221.50	-17,674.75
	9/28	EFT	Square Payment Processor	-212.98	-17,887.73
	9/30			-0.54	-17,888.27
Total Checks and Payments				-17,888.27	-17,888.27
Deposits and Credits - 9 items					
	8/31			1,194.00	1,194.00
	9/1			1,613.00	2,807.00
	9/2			1.00	2,808.00
	9/4			74.88	2,882.88
	9/4			519.00	3,401.88
	9/15			1,916.00	5,317.88
	9/22			219.00	5,536.88
	9/25			250.00	5,786.88
	9/30			4.79	5,791.67
Total Deposits and Credits				5,791.67	5,791.67
Total Cleared Transactions				-12,096.60	-12,096.60
Cleared Balance				-12,096.60	226,104.39
Uncleared Transactions					
Checks and Payments - 1 item					

Maine County Commissioners Association
Reconciliation Detail
MCCA Checking-Savings Bank, Period Ending 09/30/2015

	Date	Num	Name	Amount	Balance
	9/12	3576	Maine Municipal Association	-174.00	-174.00
Total Checks and Payments				-174.00	-174.00
Total Uncleared Transactions				-174.00	-174.00
Register Balance as of 09/30/2015				-12,270.60	225,930.39
New Transactions					
Checks and Payments - 8 items					
	10/1	3580	Atlantic Oceanside	-20,716.80	-20,716.80
	10/1	3579	Maine Farm Bureau Building Assoc	-1,497.17	-22,213.97
	10/1	3584	Annalee Ziman Rosenblatt	-492.84	-22,706.81
	10/1	3583	Nancy Marshall	-352.06	-23,058.87
	10/1	3578	Gorham Leasing Group	-164.35	-23,223.22
	10/1	3582	Staples Credit Plan	-59.06	-23,282.28
	10/1	3581	Hancock County_	-47.95	-23,330.23
	10/2	EFT	Bangor Payroll	-1,865.37	-25,195.60
Total Checks and Payments				-25,195.60	-25,195.60
Total New Transactions				-25,195.60	-25,195.60
Ending Balance				-37,466.20	200,734.79

Maine County Commissioners Association
Profit & Loss Budget vs. Actual
January through September 2015

	2015 Budget	Sept 2015	Year to Date	\$ Over Budget	% of Budget
Income					
4100-00 · Convention Income					
4110-00 · Plaques			33		
4120-00 · Registration	30,000	1,180	27,754	-2,246	93%
4130-00 · Sponsorship	12,500	2,750	6,511	-5,989	52%
4140-00 · Vendor	12,500	450	11,585	-915	93%
Total 4100-00 · Convention Income	55,000	4,380	45,883	-9,117	83%
4300-00 · Dues	140,240		140,240		100%
4400-00 · Other Income	500		1,184	684	237%
4500-00 · NACo Roster	500		500		100%
4600-00 · MCCA Risk Pool Assessment	25,000		25,000		100%
4800-00 · MainePERS Surplus Funds			46,778		
4810-00 · Interest Earned	50	5	35	-15	70%
4920-00 · Transfer in from Fund Balance	25,260			-25,260	
Total Income	246,550	4,385	259,620	13,070	105%
Expense					
5000-00 · Payroll Expenses					
5020-00 · Payroll Fees	1,850	140	1,300	-550	70%
5030-00 · FICA	7,750	566	5,481	-2,269	71%
5050-00 · Salary - Administrative Asst	37,000	2,827	26,856	-10,144	73%
5060-00 · Salary - Executive Director	74,000	5,649	53,308	-20,692	72%
Total 5000-00 · Payroll Expenses	120,600	9,182	86,945	-33,655	72%
5100-00 · Insurance					
5110-00 · Health Insurance	20,000	1,635	14,812	-5,188	74%
5120-00 · Commercial, Crime, D&O Ins	2,000		1,872	-128	94%
5130-00 · Workers Comp	600		514	-86	86%
5140-00 · Unemployment Comp Ins	500	112	447	-53	89%
Total 5100-00 · Insurance	23,100	1,747	17,645	-5,455	76%
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%

Maine County Commissioners Association
Profit & Loss Budget vs. Actual
January through September 2015

	2015 Budget	Sept 2015	Year to Date	\$ Over Budget	% of Budget
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	183	4,971	-3,429	59%
Total 6040-00 · NACO Expenses	8,400	183	4,971	-3,429	59%
6050-00 · Education and Training	500		145	-355	29%
6100-00 · Bank Charges	50	1	5	-45	10%
6110-00 · Convention Exp.					
6113-00 · Entertainment/Speakers	5,000	1,950	3,300	-1,700	66%
6114-00 · MCCA Staff Registration Expense	1,000	167	489	-511	49%
6118-00 · Meeting Exp.	26,000		5,245	-20,755	20%
6121-00 · Supplies	3,250	1,047	1,055	-2,195	32%
Total 6110-00 · Convention Exp.	35,250	3,164	10,089	-25,161	29%
6135-00 · Commissioner Retirement Plaques	600			-600	
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		1,300	-200	87%
6150-00 · Equipment - Office					
6151-00 · Computer Hardware & Software	1,500		856	-644	57%
6152-00 · IT Services	3,250	125	1,900	-1,350	58%
6153-00 · Photocopier Lease	2,000	164	1,479	-521	74%
6154-00 · Printer & Supplies	1,700	70	662	-1,038	39%
6155-00 · Telephone System	200			-200	
6156-00 · Other	500			-500	
Total 6150-00 · Equipment - Office	9,150	359	4,897	-4,253	54%
6160-00 · Fees	150	31	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		2,127	-873	71%
6174-00 · Retreat Meeting	1,500			-1,500	
6175-00 · Meetings - Other	800		159	-641	20%
Total 6170-00 · Meeting exp.	7,050		3,558	-3,492	50%

Maine County Commissioners Association
Profit & Loss Budget vs. Actual
January through September 2015

	2015 Budget	Sept 2015	Year to Date	\$ Over Budget	% of Budget
6180-00 · Mileage & Travel Expense	4,000	510	2,693	-1,307	67%
6195-00 · Office Space Rental	18,375		11,747	-6,628	64%
6215-00 · Postage-Shpping	350		71	-279	20%
6230-00 · Advertising	1,000			-1,000	
6235-00 · Supplies	2,500	71	1,700	-800	68%
6240-00 · Telephone, Fax & Internet					
6241-00 · Cell Phone	1,800	115	1,066	-734	59%
6242-00 · Conference Call Line	100			-100	
6243-00 · Phone, Fax & Internet	3,000	168	1,173	-1,827	39%
Total 6240-00 · Telephone, Fax & Internet	4,900	283	2,239	-2,661	46%
6250-00 · Website	250		18	-232	7%
6260-00 · Contingency	3,000			-3,000	
Total Expense	246,550	15,531	149,085	-97,465	60%

Maine County Commissioners Association Transaction Detail by Account September 2015

Type	Date	Num	Name	Amount	Balance
Deposit	9/1			1,613.00	1,613.00
Deposit	9/2			1.00	1,614.00
Bill Pmt -Check	9/3 3567		Gorham Leasing Group	-164.35	1,449.65
Bill Pmt -Check	9/3 3568		Capitol Computers/Main Security	-125.00	1,324.65
Bill Pmt -Check	9/3 3569		Dana Lavertu DJ Entertainment	-400.00	924.65
Bill Pmt -Check	9/3 3570		Spotlight Solutions	-750.00	174.65
Bill Pmt -Check	9/3 3571		The Crown Vics	-800.00	-625.35
Deposit	9/4			519.00	-106.35
Bill Pmt -Check	9/4 EFT		Bangor Payroll	-1,865.37	-1,971.72
Deposit	9/4			74.88	-1,896.84
Bill Pmt -Check	9/11 EFT		Bangor Payroll	-1,865.37	-3,762.21
Bill Pmt -Check	9/12 3576		Maine Municipal Association	-174.00	-3,936.21
Deposit	9/15			1,916.00	-2,020.21
Bill Pmt -Check	9/16 3572		Kulow, Rosemary	-378.79	-2,399.00
Bill Pmt -Check	9/16 3573		Haven, Lauren	-303.49	-2,702.49
Bill Pmt -Check	9/16 3574		Bank of Maine	-838.66	-3,541.15
Bill Pmt -Check	9/16 3575		Cybercopy	-667.13	-4,208.28
Bill Pmt -Check	9/16 3577		Maine Municipal Association	-111.75	-4,320.03
Bill Pmt -Check	9/18 EFT		Bangor Payroll	-1,865.37	-6,185.40
Deposit	9/22			219.00	-5,966.40
Deposit	9/25			250.00	-5,716.40
Bill Pmt -Check	9/25 EFT		Bangor Payroll	-5,221.50	-10,937.90
Check	9/28 EFT		Square Payment Processor	-212.98	-11,150.88
Check	9/30			-0.54	-11,151.42
Deposit	9/30			4.79	-11,146.63
Total MCCA Checking-Savings Bank				-11,146.63	-11,146.63
Receivables					
Invoice	9/28 1968		Hancock County	33.11	33.11
Invoice	9/28 1969		Oxford County	66.00	99.11
Invoice	9/28 1970		Lincoln County	36.00	135.11
Total Receivables				135.11	135.11
Accounts Payable					
Bill Pmt -Check	9/3 3567		Gorham Leasing Group	164.35	164.35

Maine County Commissioners Association Transaction Detail by Account September 2015

Type	Date	Num	Name	Amount	Balance
Bill	9/3		Capitol Computers/Main Security	-125.00	39.35
Bill Pmt -Check	9/3	3568	Capitol Computers/Main Security	125.00	164.35
Bill	9/3		Dana Lavertu DJ Entertainment	-400.00	-235.65
Bill Pmt -Check	9/3	3569	Dana Lavertu DJ Entertainment	400.00	164.35
Bill	9/3		Spotlight Solutions	-750.00	-585.65
Bill Pmt -Check	9/3	3570	Spotlight Solutions	750.00	164.35
Bill	9/3		The Crown Vics	-800.00	-635.65
Bill Pmt -Check	9/3	3571	The Crown Vics	800.00	164.35
Bill	9/4	2015-36	Bangor Payroll	-1,865.37	-1,701.02
Bill Pmt -Check	9/4	EFT	Bangor Payroll	1,865.37	164.35
Bill	9/11	2015-37	Bangor Payroll	-1,865.37	-1,701.02
Bill Pmt -Check	9/11	EFT	Bangor Payroll	1,865.37	164.35
Bill	9/12		Maine Municipal Association	-174.00	-9.65
Bill Pmt -Check	9/12	3576	Maine Municipal Association	174.00	164.35
Bill	9/15		Kulow, Rosemary	-378.79	-214.44
Bill Pmt -Check	9/16	3572	Kulow, Rosemary	378.79	164.35
Bill	9/16		Haven, Lauren	-303.49	-139.14
Bill Pmt -Check	9/16	3573	Haven, Lauren	303.49	164.35
Bill	9/16		Bank of Maine	-838.66	-674.31
Bill Pmt -Check	9/16	3574	Bank of Maine	838.66	164.35
Bill	9/16		Cybercopy	-667.13	-502.78
Bill Pmt -Check	9/16	3575	Cybercopy	667.13	164.35
Bill	9/16		Maine Municipal Association	-111.75	52.60
Bill Pmt -Check	9/16	3577	Maine Municipal Association	111.75	164.35
Bill	9/18	2015-38	Bangor Payroll	-1,865.37	-1,701.02
Bill Pmt -Check	9/18	EFT	Bangor Payroll	1,865.37	164.35
Bill	9/22		Hancock County _	-47.95	116.40
Bill	9/25	2015-39	Bangor Payroll	-5,221.50	-5,105.10
Bill Pmt -Check	9/25	EFT	Bangor Payroll	5,221.50	116.40
Total Accounts Payable				116.40	116.40
1000-00 · Employee Health Insurance Contr				-268.34	-268.34
Bill	9/4	2015-36	Bangor Payroll	-268.34	-536.68
Bill	9/11	2015-37	Bangor Payroll	-268.34	-805.02
Bill	9/18	2015-38	Bangor Payroll	-268.34	

Maine County Commissioners Association Transaction Detail by Account September 2015

Total 1000-00 · Employee Health Insurance Contr
1001-00 · MainePERS Employee Contribution

Total 1001-00 · MainePERS Employee Contribution
4100-00 · Convention Income
4110-00 · Plaques

Total 4110-00 · Plaques
4120-00 · Registration

Total 4120-00 · Registration
4130-00 · Sponsorship

Type	Date	Num	Name	Amount	Balance
Bill	9/25 2015-39	Bangor Payroll		1,073.33	268.31
Bill	9/25 2015-39	Bangor Payroll		-268.31	0.00
				0.00	0.00
Bill	9/4 2015-36	Bangor Payroll		-158.92	-158.92
Bill	9/11 2015-37	Bangor Payroll		-158.92	-317.84
Bill	9/18 2015-38	Bangor Payroll		-158.92	-476.76
Bill	9/25 2015-39	Bangor Payroll		-158.92	-635.68
Bill	9/25 2015-39	Bangor Payroll		635.68	0.00
				0.00	0.00
Invoice	9/28 1968	Hancock County		-33.11	-33.11
				-33.11	-33.11
Deposit	9/1 92797	Hancock County		-113.00	-113.00
Deposit	9/2	The Bank of Maine		-1.00	-114.00
Deposit	9/4 57726	SMART, Inc.		-69.00	-183.00
Deposit	9/4	Square Payment Processor		-74.88	-257.88
Deposit	9/15 10418	Doubletree		-125.00	-382.88
Deposit	9/15 89638	Knox County		-315.00	-697.88
Deposit	9/15 73582	Kennebec County		-346.00	-1,043.88
Deposit	9/15	Aflac		-18.00	-1,061.88
Deposit	9/15	Duguay, David		-36.00	-1,097.88
Deposit	9/15	Flaherty, Bruce		-41.00	-1,138.88
Deposit	9/15	Convention Planning Committee		-35.00	-1,173.88
Deposit	9/22 92505	Hancock County		-219.00	-1,392.88
Invoice	9/28 1969	Oxford County		-66.00	-1,458.88
Invoice	9/28 1970	Lincoln County		-36.00	-1,494.88
Check	9/28 EFT	Square Payment Processor		212.98	-1,281.90
				-1,281.90	-1,281.90
Deposit	9/1 42976	Wheeler & Arey, PA		-500.00	-500.00
Deposit	9/1 42975	Wheeler & Arey, PA		-1,000.00	-1,500.00

Maine County Commissioners Association Transaction Detail by Account September 2015

Type	Date	Num	Name	Amount	Balance
Deposit	9/15	2833	Libby O'Brien Kingsley & Champion, LLC	-1,000.00	-2,500.00
Deposit	9/25	16296	RHR Smith & Company	-250.00	-2,750.00
				-2,750.00	-2,750.00
Deposit	9/4	57726	SMRT, Inc.	-450.00	-450.00
				-450.00	-450.00
				-4,515.01	-4,515.01
Deposit	9/30			-4.79	-4.79
				-4.79	-4.79
Bill	9/4	2015-36	Bangor Payroll	32.00	32.00
Bill	9/11	2015-37	Bangor Payroll	32.00	64.00
Bill	9/18	2015-38	Bangor Payroll	32.00	96.00
Bill	9/25	2015-39	Bangor Payroll	44.00	140.00
				140.00	140.00
Bill	9/4	2015-36	Bangor Payroll	141.59	141.59
Bill	9/11	2015-37	Bangor Payroll	141.59	283.18
Bill	9/18	2015-38	Bangor Payroll	141.59	424.77
Bill	9/25	2015-39	Bangor Payroll	141.59	566.36
				566.36	566.36
Bill	9/4	2015-36	Bangor Payroll	706.73	706.73
Bill	9/11	2015-37	Bangor Payroll	706.73	1,413.46
Bill	9/18	2015-38	Bangor Payroll	706.73	2,120.19
Bill	9/25	2015-39	Bangor Payroll	706.73	2,826.92
				2,826.92	2,826.92
Bill	9/4	2015-36	Bangor Payroll	1,412.31	1,412.31
Bill	9/11	2015-37	Bangor Payroll	1,412.31	2,824.62
Bill	9/18	2015-38	Bangor Payroll	1,412.31	4,236.93
Bill	9/25	2015-39	Bangor Payroll	1,412.31	5,649.24

Total 4130-00 · Sponsorship
4140-00 · Vendor

Total 4140-00 · Vendor
Total 4100-00 · Convention Income
4810-00 · Interest Earned

Total 4810-00 · Interest Earned
5000-00 · Payroll Expenses
5020-00 · Payroll Fees

Total 5020-00 · Payroll Fees
5030-00 · FICA

Total 5030-00 · FICA
5050-00 · Salary - Administrative Asst

Total 5050-00 · Salary - Administrative Asst
5060-00 · Salary - Executive Director

Maine County Commissioners Association Transaction Detail by Account September 2015

	Type	Date	Num	Name	Amount	Balance
Total 5060-00 · Salary - Executive Director					5,649.24	5,649.24
Total 5000-00 · Payroll Expenses					9,182.52	9,182.52
5100-00 · Insurance						
5110-00 · Health Insurance						
Total 5110-00 · Health Insurance					1,635.09	1,635.09
5140-00 · Unemployment Comp Ins					1,635.09	1,635.09
Total 5140-00 · Unemployment Comp Ins						
Total 5100-00 · Insurance					111.75	111.75
6040-00 · NACO Expenses					111.75	111.75
6041-00 · Conferences					1,746.84	1,746.84
Total 6041-00 · Conferences						
Total 6040-00 · NACO Expenses					174.00	174.00
6100-00 · Bank Charges					9.05	183.05
Total 6100-00 · Bank Charges					183.05	183.05
6110-00 · Convention Exp.						
6113-00 · Entertainment/Speakers						
Total 6113-00 · Entertainment/Speakers					0.54	0.54
6114-00 · MCCA Staff Registration Expense					0.54	0.54
Total 6114-00 · MCCA Staff Registration Expense						
6118-00 · Meeting Exp.						
Total 6118-00 · Meeting Exp.					400.00	400.00
6121-00 · Supplies					750.00	1,150.00
Total 6121-00 · Supplies					800.00	1,950.00
					1,950.00	1,950.00
					167.00	167.00
					167.00	167.00
					47.95	47.95
					47.95	47.95
					38.56	38.56
					341.16	379.72

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Accrual Basis

Maine County Commissioners Association **Transaction Detail by Account** **September 2015**

	Type	Date	Num	Name	Amount	Balance
Total 6121-00 · Supplies	Bill	9/16		Cybercopy	667.13	1,046.85
Total 6110-00 · Convention Exp.					1,046.85	1,046.85
6150-00 · Equipment - Office					3,211.80	3,211.80
6152-00 · IT Services						
Total 6152-00 · IT Services	Bill	9/3		Capitol Computers/Main Security	125.00	125.00
6154-00 · Printer & Supplies					125.00	125.00
Total 6154-00 · Printer & Supplies	Bill	9/16		Bank of Maine	70.00	70.00
Total 6150-00 · Equipment - Office					70.00	70.00
6160-00 · Fees					195.00	195.00
Total 6160-00 · Fees	Bill	9/16		Bank of Maine	31.17	31.17
6180-00 · Mileage & Travel Expense					31.17	31.17
Total 6180-00 · Mileage & Travel Expense	Bill	9/15		Kulow, Rosemary	303.95	303.95
6235-00 · Supplies	Bill	9/16		Haven, Lauren	206.44	510.39
Total 6235-00 · Supplies					510.39	510.39
6240-00 · Telephone, Fax & Internet						
6241-00 · Cell Phone	Bill	9/16		Haven, Lauren	9.26	9.26
Total 6235-00 · Supplies	Bill	9/16		Bank of Maine	61.69	70.95
6243-00 · Phone, Fax & Internet					70.95	70.95
Total 6241-00 · Cell Phone	Bill	9/15		Kulow, Rosemary	65.79	65.79
6243-00 · Phone, Fax & Internet	Bill	9/16		Haven, Lauren	49.23	115.02
Total 6243-00 · Phone, Fax & Internet					115.02	115.02
Total 6240-00 · Telephone, Fax & Internet	Bill	9/16		Bank of Maine	167.64	167.64
					167.64	167.64
					282.66	282.66

Maine County Commissioners Association **Expenses by Vendor Detail** **September 2015**

Bangor Payroll

Type	Date	Account	Paid Amount	Balance
Bill	9/4	5050-00 · Salary - Administrative Asst	82.72	82.72
Bill	9/4	5050-00 · Salary - Administrative Asst	575.02	657.74
Bill	9/4	5050-00 · Salary - Administrative Asst	48.99	706.73
Bill	9/4	5030-00 · FICA	9.81	716.54
Bill	9/4	5030-00 · FICA	16.57	733.11
Bill	9/4	5030-00 · FICA	115.21	848.32
Bill	9/4	5020-00 · Payroll Fees	2.22	850.54
Bill	9/4	5020-00 · Payroll Fees	26.03	876.57
Bill	9/4	5020-00 · Payroll Fees	3.75	880.32
Bill	9/4	5060-00 · Salary - Executive Director	165.30	1,045.62
Bill	9/4	5060-00 · Salary - Executive Director	97.90	1,143.52
Bill	9/4	5060-00 · Salary - Executive Director	1,149.11	2,292.63
Bill	9/11	5050-00 · Salary - Administrative Asst	48.99	2,341.62
Bill	9/11	5050-00 · Salary - Administrative Asst	82.72	2,424.34
Bill	9/11	5050-00 · Salary - Administrative Asst	575.02	2,999.36
Bill	9/11	5030-00 · FICA	16.57	3,015.93
Bill	9/11	5030-00 · FICA	9.81	3,025.74
Bill	9/11	5030-00 · FICA	115.21	3,140.95
Bill	9/11	5020-00 · Payroll Fees	2.22	3,143.17
Bill	9/11	5020-00 · Payroll Fees	3.75	3,146.92
Bill	9/11	5020-00 · Payroll Fees	26.03	3,172.95
Bill	9/11	5060-00 · Salary - Executive Director	1,149.11	4,322.06
Bill	9/11	5060-00 · Salary - Executive Director	165.30	4,487.36
Bill	9/11	5060-00 · Salary - Executive Director	97.90	4,585.26
Bill	9/18	5050-00 · Salary - Administrative Asst	575.02	5,160.28
Bill	9/18	5050-00 · Salary - Administrative Asst	48.99	5,209.27
Bill	9/18	5050-00 · Salary - Administrative Asst	82.72	5,291.99
Bill	9/18	5030-00 · FICA	9.81	5,301.80
Bill	9/18	5030-00 · FICA	115.21	5,417.01
Bill	9/18	5030-00 · FICA	16.57	5,433.58
Bill	9/18	5020-00 · Payroll Fees	26.03	5,459.61
Bill	9/18	5020-00 · Payroll Fees	2.22	5,461.83
Bill	9/18	5020-00 · Payroll Fees	3.75	5,465.58
Bill	9/18	5060-00 · Salary - Executive Director	97.90	5,563.48
Bill	9/18	5060-00 · Salary - Executive Director	165.30	5,728.78
Bill	9/18	5060-00 · Salary - Executive Director	1,149.11	6,877.89

Maine County Commissioners Association

Expenses by Vendor Detail

September 2015

	Type	Date	Account	Paid Amount	Balance
	Bill	9/25	5050-00 · Salary - Administrative Asst	33.57	6,911.46
	Bill	9/25	5050-00 · Salary - Administrative Asst	653.27	7,564.73
	Bill	9/25	5050-00 · Salary - Administrative Asst	19.89	7,584.62
	Bill	9/25	5030-00 · FICA	3.98	7,588.60
	Bill	9/25	5030-00 · FICA	6.73	7,595.33
	Bill	9/25	5030-00 · FICA	130.88	7,726.21
	Bill	9/25	5020-00 · Payroll Fees	1.24	7,727.45
	Bill	9/25	5020-00 · Payroll Fees	40.67	7,768.12
	Bill	9/25	5020-00 · Payroll Fees	2.09	7,770.21
	Bill	9/25	5060-00 · Salary - Executive Director	67.08	7,837.29
	Bill	9/25	5060-00 · Salary - Executive Director	1,305.50	9,142.79
	Bill	9/25	5060-00 · Salary - Executive Director	39.73	9,182.52
	Bill	9/25	5110-00 · Health Insurance	1,511.42	10,693.94
	Bill	9/25	5110-00 · Health Insurance	77.67	10,771.61
	Bill	9/25	5110-00 · Health Insurance	46.00	10,817.61
Total Bangor Payroll				10,817.61	10,817.61
Bank of Maine					
	Bill	9/16	6235-00 · Supplies	61.69	61.69
	Bill	9/16	6243-00 · Phone, Fax & Internet	167.64	229.33
	Bill	9/16	6114-00 · MCCA Staff Registration Expens	167.00	396.33
	Bill	9/16	6160-00 · Fees	31.17	427.50
	Bill	9/16	6121-00 · Supplies	341.16	768.66
	Bill	9/16	6154-00 · Printer & Supplies	70.00	838.66
	Check	9/30	6100-00 · Bank Charges	0.54	839.20
Total Bank of Maine				839.20	839.20
Capitol Computers/Main Security					
	Bill	9/3	6152-00 · IT Services	125.00	125.00
Total Capitol Computers/Main Security				125.00	125.00
Cybercopy					
	Bill	9/16	6121-00 · Supplies	667.13	667.13
Total Cybercopy				667.13	667.13
Dana Lavertu DJ Entertainment					
	Bill	9/3	6113-00 · Entertainment/Speakers	400.00	400.00
Total Dana Lavertu DJ Entertainment				400.00	400.00
Gorham Leasing Group					
	Bill	9/3	6153-00 · Photocopier Lease	164.35	164.35
Total Gorham Leasing Group				164.35	164.35

**Maine County Commissioners Association
Expenses by Vendor Detail
September 2015**

	Type	Date	Account	Paid Amount	Balance
Haven, Lauren					
	Bill	9/16	6241-00 · Cell Phone	49.23	49.23
	Bill	9/16	6121-00 · Supplies	38.56	87.79
	Bill	9/16	6235-00 · Supplies	9.26	97.05
	Bill	9/16	6180-00 · Mileage & Travel Expense	206.44	303.49
Total Haven, Lauren				303.49	303.49
Kulow, Rosemary					
	Bill	9/16	6180-00 · Mileage & Travel Expense	303.95	303.95
	Bill	9/16	6041-00 · Conferences	9.05	313.00
	Bill	9/16	6241-00 · Cell Phone	65.79	378.79
Total Kulow, Rosemary				378.79	378.79
Maine Municipal Association					
	Bill	9/12	6041-00 · Conferences	174.00	174.00
	Bill	9/16	5140-00 · Unemployment Comp Ins	111.75	285.75
Total Maine Municipal Association				285.75	285.75
Spotlight Solutions					
	Bill	9/3	6113-00 · Entertainment/Speakers	750.00	750.00
Total Spotlight Solutions				750.00	750.00
The Crown Vics					
	Bill	9/3	6113-00 · Entertainment/Speakers	800.00	800.00
Total The Crown Vics				800.00	800.00
TOTAL				15,531.32	15,531.32



Lauren Haven <lauren.haven@mainecounties.org>

LR List

1 message

Rosemary Kulow <rkulow@mainecounties.org>

Tue, Oct 6, 2015 at 11:24 AM

To: Amy Fowler <fowleramy40@yahoo.com>, Beth Bell <bbell@androscoggincountymaine.gov>, Betsy Fitzgerald <manager@washingtoncountymaine.com>, Bill Whitten <whitten@cumberlandcounty.org>, Bob Devlin <bgdevlin@kennebecso.com>, Dawn DiBlasi <DDiBlasi@somersetcounty-me.org>, Gary McGrane <gary.mcgrane@umit.maine.edu>, George Jabar II <george@jbrllaw.com>, Gregory Zinser <gtzins@co.york.me.us>, James Annis <hylndr42@gmail.com>, Lauren Haven <lauren.haven@mainecounties.org>, "Newell B. Graf" <newell.graf1956@gmail.com>, Norman Fournier <anfournier@roadrunner.com>, Pamela Hile <administrator@sagcounty.com>, Peter Baldacci <pkbaldacci@gmail.com>, Roger Moody <rmoody@knoxcountymaine.gov>, Rosemary Kulow <rkulow@mainecounties.org>, Scott Cole <scole@oxfordcounty.org>, Sheriff Todd Brackett <tbrackett@lincolns.me>, Steve Joy <sejoy@aol.com>, "Thomas S. Coward" <coward@cumberlandcounty.org>, William Blodgett <wblodgett@roadrunner.com>

Good Morning, MCCA LPC Members & County Administrators:

Attached is a list of LRs that may be related to county government and of interest to the MCCA Legislative Policy Committee. We will, however, have a much better idea of the bills' relevance to county government after the text of the Legislative Documents (LDs) has been written. There may be more or there may be fewer bills than these for us to consider, but this provides an early indication of the volume of potential legislation we should be watching.

I'll keep you informed of further legislative developments and send you LDs as they become available. Please don't hesitate to contact me if you have any questions or comments.

Thank you for your service, and have a nice day.

Rosi

Rosemary Kulow

Executive Director

Maine County Commissioners Association

4 Gabriel Drive, Suite 2

Augusta, Maine 04330

Office: 207-623-4697; Cell: 207-653-5855

Fax: 207-512-2124



LR List for Counties.docx

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APPROPRIATIONS & FINANCIAL AFFAIRS

STATE FINANCES

BONDED DEBT

- LR 2134 Rep. Vachon – An Act to Amend the Laws Governing the Issuance of Bonds
- LR 2257 Rep. Tuell – An Act to Expand the Role of Voters in the Governmental Facilities Bonding Process

BUDGET PROCEDURES

- LR 2338 Rep. Rotundo – An Act to Clarify Expenditures Regarding Androscoggin County

CRIMINAL JUSTICE & PUBLIC SAFETY

CRIMINAL PROCEDURE

OTHER CRIMINAL LAW

- LR 2399 Rep. Dion – An Act to Improve Pretrial Justice & Public Safety

FIRE SAFETY

FIREWORKS

- LR 2167 Rep. Devin – An Act to Allow Plantations to Establish Local Fireworks Ordinances

JAILS

- LR 2253 Rep. Long – An Act to Provide Proper Funding for County Jails
- LR 2286 Rep. Nadeau – An Act to Provide Supplemental Funding to the County Jail Operations Fund
- LR 2287 Sen. Rosen – An Act to Amend the Law Reversing Jail Consolidation

LAW ENFORCEMENT

PERSONNEL

- LR 2317 Sen. Davis – An Act to Provide Wage Parity for Supervisors in Law Enforcement

LR 2323 Rep. McCabe – An Act to Ensure Adequate Funding to Provide
Bulletproof Vests for All Members of Law Enforcement

PRISONERS

MEDICAL CARE

LR 2297 Rep. Beavers – Resolve, To Provide the Legislature with
Information on the Need for Mental Health Services in County
Jails

WEAPONS

POSSESSION

LR 2209 Rep. Fowle – An Act to Amend the Public Safety Laws

JUDICIARY

REAL ESTATE

CONVEYANCES

LR 2143 Rep. Malaby – An Act to Create a Transfer on Death Deed

LABOR, COMMERCE, RESEARCH & ECONOMIC DEVELOPMENT

LABOR RELATIONS

COLLECTIVE BARGAINING

LR 2402 Sen. Patrick – An Act To Improve Working Conditions for Public
Sector Employees by Removing the Prohibition against Striking

STATE & LOCAL GOVERNMENT

MUNICIPALITIES

REIMBURSEMENT

LR 2178 Rep. Verow – An Act to Require Disclosure of Settlement
Amounts between Persons and Local Governments

STATE GOVERNMENT

PURCHASES

LR 2156 Sen. Miramant – An Act to Reduce Fuel Costs to State, County &
Local Government

VETERANS & LEGAL AFFAIRS

LOBBYISTS

QUALIFICATIONS

LR 2187 Rep. Sirocki – An Act to Require Lobbyists to be Sworn in When
Registering as Lobbyists



Rosemary Kulow <rkulow@mainecounties.org>

Maine Revenue Services

1 message

Susan Bulay <sbulay@penobscot-county.net>

Wed, Oct 7, 2015 at 4:14 PM

To: rkulow@mainecounties.org

Rosie,

Attached are comments which I have submitted to Maine Revenue Service regarding their proposed rule change 2015-P157. If you feel it is appropriate, please share them with the MCCA board. Thanks.

Susan F. Bulay

Susan F. Bulay

Penobscot County Register of Deeds

97 Hammond Street

Bangor, ME 04401

207-942-8797

**Rule 2015-P157.doc**

29K

Maine Registers of Deeds Association

P O Box 2070
Bangor ME 04402-2070

October 7, 2015

Anthony Gould
Maine Revenue Services
24 State House Station
Augusta, ME 04333

RE: Agency: 18-125 – Department of Administrative & Financial Services (DAFS)
Bureau of Revenue Services (Maine Revenue Services –MRS)
Chapter Number and Title: Ch. 104, Filing of Maine Tax Returns
Proposed Rule Number: 2015-P157

As the President of the Maine Registry of Deeds Association, I submit the following comments regarding proposed rule number 2015-P157.

We are opposed to section .07 Mandatory Participation – Real Estate Transfer Tax for the following five reasons:

1) The Maine Revenue Service Real Estate Transfer Tax declaration form authorized under Title 36, MRSA, section 4641 is unique among Maine tax forms in that it is not filed with Maine Revenue Services directly; it is filed with the various Maine county Registries of Deeds. Since the tax was instituted in 1968, when a deed conveying real property is submitted for recording in a registry of deeds, it must be accompanied by the declaration form. The registry determines that the form is completed and computes and collects the tax. The registers deal with the public handling their questions and concerns. By the tenth day of the following month the registries submit the tax forms and the State's 90% share of the transfer tax collected to Maine Revenue Services. Under Maine statutes it is not the public, the attorney or the title company that is submitting the declaration form to Maine Revenue Services, it is the county. Requiring mandatory filing at the state level is in violation of existing statutes.

2) There is no mechanism at Maine Revenue Services to handle incorrectly filed electronic declaration forms. Currently if a deed is presented for recording with a paper declaration form, the registry works with the submitter to revise that form, if necessary, until it is acceptable for filing. If the form has been filed electronically with Maine Revenue Services and has a DLN number assigned to it, any revision of that form fails. Revisions to electronic forms are not possible. Both the registry and the submitting entity must reject the form on the MRS web site and start over. If either the registry or the submitter fails to access the site and reject the form, it sits in limbo forever. There is no one at Maine Revenue Services with the authority or computer supervisory capacity to assist either the registry or the submitter in

correcting or deleting the form. Almost every registry has forms currently sitting in limbo. Adoption of mandatory “filing” will multiply this issue uncontrollably. This situation should be addressed before proposing the adoption of this or any similar rule.

3) Since the declaration form is filed at the county registry of deeds level, the bulk of the work associated with these forms occurs at the county registry. With a paper submitted form, the registry staff reviews the form at the same time they review the deed. At the time that the deed is imprinted with the recording information, the declaration form is validated. Insert the form, push a button, validate the form and on to the next document in the recording stack. With a state “filed” form, the registry staff must leave the recording process, access the Maine Revenue Services web site, sign in, find the correct form from the list, manually enter book, page, instrument number, date, time of recording, amount of tax collected, submit the form, verify the form and finalize it. A process that takes 2 to 5 minutes per form. With approximately 50,000 forms filed annually statewide this is 1688 to 4167 man hours more per year for registry staff. This will quickly rise to the level of an unfunded mandate.

4) Currently, there are several registries that do not have either computer access or have decided not to access the Maine Revenue Services website and have no log in information. Obviously, this means that mandatory “filing” at these registries is impossible as staff cannot complete the required registry portion of the process. In addition, some registers are concerned about cyber security and fear that repeatedly accessing the state revenue web site will make the county more vulnerable in case of hacking of the state site or other cyber threat. Requiring county registries to acquire computer access and log in to the Maine Revenue Services website is perhaps beyond the scope of this proposed rule.

5) The public notice of this proposed rule contains the phrase “Impact on Municipalities Counties: None.” This statement is completely false. As stated above this rule change will require more county staff time and will have a huge impact on registry procedures and time management. It will require additional county staff participate and frustration to revise incorrectly submitted forms. It may require acquisition of internet access for some counties and may rise to the level of an unfunded mandate. There will be a negative impact on counties.

For these reasons, the Maine Registry of Deeds Association and the several county registers of deeds request that section .07 of proposed rule 2015-P157 NOT be adopted.

Thank you.

SUSAN F. BULAY
Penobscot County Registry of Deeds
President, Maine Registers of Deeds Association