

# M.C.C.A.

Peter Baldacci, President  
Penobscot County

Thomas Coward, Vice President  
Cumberland County

Michael Cote, Secretary-Treasurer  
York County



Maine County Commissioners Association

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Rosemary Kulow  
Executive Director

Lauren Haven  
Office Manager

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## MAINE COUNTY COMMISSIONERS ASSOCIATION

### MCCA Annual General Membership Meeting Minutes *Draft* Senator Inn, 10:00 a.m., January 11, 2017

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

President Peter Baldacci called the meeting to order at 10:01 a.m. The attendees recited the Pledge of Allegiance and all present introduced themselves.

**DIRECTORS PRESENT:** *Androscoggin* – Comm. Alfreda Fournier proxy for Comm. Sally Christner; *Aroostook* – Comm. Norman Fournier; *Cumberland* – Comm. Steve Gorden proxy for Comm. Thomas Coward; *Kennebec* – Comm. George Jabar, II; *Hancock* – Comm. Percy Brown; *Knox* – Comm. Carol Maines; *Lincoln* – Comm. William Blodgett; *Oxford* – Admin. Scott Cole proxy for Comm. Steven Merrill; *Penobscot* – Comm. Peter Baldacci; *Piscataquis* – Comm. Jim Annis; *Sagadahoc* – Comm. Charles Crosby III; *Somerset* – Comm. Newell Graf; *Washington* – Comm. Chris Gardner; *Waldo* – Comm. Amy Fowler; and *York* – Comm. Michael Cote.

**OTHERS PRESENT:** *Cumberland* – Manager Peter Crichton; *Kennebec* – Comm. Nancy Rines, Comm. Patsy Crockett and Admin. Bob Devlin; *Knox* – Admin. Andrew Hart; *Lincoln* – Admin. Carrie Kipfer; *Sagadahoc* – Admin. Pamela Hile; *Somerset* – Comm. Robert Sezak and Admin. Dawn DiBlasi; *Washington* – Comm. Vinton Cassidy; *York* – Comm. Richard Clark; *EMAD* – Sean Goodwin; *MACCAM* – Bill Collins; *MACT* – David Parkman and Vickie Braley; *MECCA* – Owen Smith; *MSA* – Sheriff Troy Morton; and Auditor Ron Beaulieu.

**DIRECTORS ABSENT:** *Androscoggin* – Comm. Sally Christner; *Cumberland* – Comm. Thomas Coward; *Franklin* – Comm. Charles Webster; *Oxford* – Comm. Steven Merrill.

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

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

*Comm. Fowler moved and Comm. Cote seconded approving the agenda with no additions. The motion was approved unanimously.*

### III. Approval of December 14, 2016 Board of Directors' Meeting Minutes

Comm. Fournier **moved** and Comm. Fowler **seconded** approving the minutes from the Board of Directors' meeting on December 14, 2016 with no changes. The **motion** was **passed** unanimously.

### IV. Presentation of 2014-2015 Audit Report from Ron L. Beaulieu

Attendees listened to the presentation of audit findings by Ron Beaulieu. He reported that all requested information had been provided and his team encountered no difficulties in working with MCCA staff during the audit process. Corrected misstatements included asset depreciation and accrued compensated absences. Mr. Beaulieu recommended adopting a policy that would require reconciliation of the general ledger with accompanying supportive documentation, and the completion of the numbering system in the QuickBooks chart of accounts as is considered a best practice. Mr. Beaulieu offered to assist in making the recommended changes the MCCA's policies and procedures. Comm. Cote **moved** and Comm. Fowler **seconded** following the auditor's recommendations. The topic will be revisited when a draft of the policy is brought before the board. The **motion** was **passed** with no opposing votes.

### V. President's Report

President Baldacci reported on the activities, progress and accomplishments of 2016. He encouraged commissioners to work together to find common ground and become a united force in advocating for counties during this legislative session.

### VI. Approval of 2017 MCCA Directors

The group reviewed the proposed list. Comm. Cote made a **motion** to approve the nominations as submitted. The motion was **seconded** by Comm. Fournier and it was approved unanimously. Therefore the 2017 Board of Directors is as follows:

1. Androscoggin    Commissioner [Sally Christner](#)
2. Aroostook     Commissioner [Norman Fournier](#); proxy Comm. [Paul Underwood](#)
3. Cumberland    Commissioner [Thomas Coward](#); proxy Comm. [Steve Gorden](#)
4. Franklin       Commissioner [Charles Webster](#)
5. Hancock       Commissioner [Percy Brown](#)
6. Kennebec      Commissioner [George Jabar](#); proxy Comm. [Nancy Rines](#), Comm. [Patsy Crockett](#), or [Bob Devlin](#)
7. Knox           Commissioner [Carol Maines](#); proxy [Andrew Hart](#)
8. Lincoln        Commissioner [William Blodgett](#); proxy [Carrie Kipfer](#)
9. Oxford         Commissioner [Steven Merrill](#); proxy [Scott Cole](#)
10. Penobscot    Commissioner [Peter Baldacci](#); proxy [Bill Collins](#)
11. Piscataquis   Commissioner [James Annis](#)
12. Sagadahoc    Commissioner [Charles Crosby](#); proxy [Pam Hile](#)
13. Somerset     Commissioner [Newell Graf](#); proxy [Dawn DiBlasi](#)
14. Waldo         Commissioner [Amy Fowler](#)
15. Washington   Commissioner [Christopher Gardner](#); proxy [Betsy Fitzgerald](#)
16. York           Commissioner [Michael Cote](#)

## VII. Nomination & Election of MCCA Officers

Comm. Fowler made a **motion** to nominate and elect the 2016 slate of executive officers: President Peter Baldacci, Vice President Thomas Coward and Secretary-Treasurer Michael Cote. Comm. Gardner seconded the motion and it **passed** with a unanimous vote.

## VIII. Appointment of MCCA Legislative Policy Committee Members

The group reaffirmed that all MCCA board members are voting members of the Legislative Policy Committee (LPC) and that all county commissioners may participate in LPC meetings. In addition to commissioners, association representatives were encouraged to be involved in the discussions to offer their perspective and knowledge of the subject matter. For the near future, LPC conference call meetings have been scheduled for Friday mornings at 10:00 am.

## IX. Nomination of Two Representatives to the NACo Board of Directors

During the December board of directors' meeting, board members voted to nominate Comm. Baldacci who is currently a NACo board member and Comm. Fowler to replace Comm. McGrane who is no longer a county commissioner. This recommendation was brought to the general membership for a vote. Comm. Fournier made a **motion** to nominate Comm. Baldacci, and Comm. Fowler as the two representatives to the NACo Board of Directors. Comm. Gardner **seconded** the motion and it **passed** with no opposing votes.

## X. Nomination of Androscoggin County Commissioner, Zachary Maher, to the NACo Community, Economic & Workforce Development Steering Committee

Executive Director Rosemary Kulow reminded the group that any commissioner from a NACo member county, is eligible to request to be nominated for a position on one of NACo's various committees. Little or no travel is required as most meetings are held via conference call.

Comm. Alfreda Fournier stated that Comm. Maher was excited to join the committee. She expects he will do an outstanding job. Comm. Alfreda Fournier made a **motion** to nominate Comm. Maher to said committee, **seconded** by Comm. Fowler and the motion and **passed** with a unanimous vote.

## XI. Approval of MCCA 2016 Budget Line Item Transfers

Executive Director Rosemary Kulow presented the recommended budget line item transfers for 2016 based on actual expenses incurred during the year. (Please see below.) In addition, the actual amount to transfer in from fund balance will be \$20,869, not the full budget of \$31,265. Communications Director Owen Smith stated that the Executive Director should have authority to move funds from one line item to another within the budget as necessary and be responsible to the Board of Directors for the bottom line. Comm. Fowler made a **motion** to approve the 2016 budget line item transfers as recommended **seconded** by Comm. Fournier and the motion was **passed**.

**2016**  
**Year-End Line Item Transfers**

Amount To Transfer	Transfer <i>from</i> Account	Transfer <i>to</i> Account	
\$ 64.00	5030-00 FICA	5020-00 Payroll Fees	
\$ 162.00	5060-00 Salary-Executive Director	5040-00 MainePERS Contributions	
\$ 865.00	5060-00 Salary-Executive Director	5050-00 Salary-Office Manager	
\$ 23.00	6160-00 Fees	6145-00 Dues Expense	
\$ 756.00	6142-00 Directory	6153-00 Photocopier Lease	
\$ 475.00	6154-00 Printer & Supplies	6153-00 Photocopier Lease	
\$ 25.00	6172-00 County Officials' Workshop	6171-00 Annual Meeting	
\$ 637.00	6230-00 Advertising	6180-00 Mileage & Travel Expense	
			12/31/2016 Account Balance
<b>\$ 3,007.00</b>			
	Total from 5030-00 FICA	\$ 64.00	\$ 203.00
	Total from 5060-00 Salary-Executive Director	\$ 1,027.00	\$ 1,060.00
	Total from 6142-00 Directory	\$ 756.00	\$ 756.00
	Total from 6154-00 Printer & Supplies	\$ 475.00	\$ 753.00
	Total from 6160-00 Fees	\$ 23.00	\$ 59.00
	Total from 6172-00 County Officials' Workshop	\$ 25.00	\$ 182.00
	Total from 6230-00 Advertising	\$ 637.00	\$ 750.00
	<b>TOTAL</b>	<b>\$ 3,007.00</b>	

**XII. Approval of MCCA 2017 Budget**

Comm. Fournier reported that the Budget and Finance Committee met in the fall to work on the 2017 budget details. The committee's recommendation was to increase member dues and the Risk Pool assessment. Comm. Fournier noted that overall expenses in 2016 had decreased. Comm. Gardner stated that there was no plan in place to build revenue in the future and a long-term solution would eventually be needed. Secretary-Treasurer Mike Cote said the proposed budget was logical, incorporating a slight but expected increase which should be considered acceptable. Comm. Fournier made a motion to approve the 2017 budget as proposed, seconded by Comm. Fowler and the motion was passed with one opposing vote.

**XIII. Reports**

**A. Executive Director's Report**

Executive Director Rosemary Kulow presented her report outlining her activity in December and upcoming meetings planned for January and February.

**B. Financial Report**

Executive Director Rosemary Kulow presented her report. Admin. Bill Collins stated that there has been a decline in the amount of participation in the annual convention which translates into less profit for MCCA. If commissioners would fully participate and encourage other county employees to do so, the net profit would be higher. NACo representatives were very supportive of the event and expressed that the trainings offered were valuable and timely.

Comm. Gorden moved and Comm. Cote seconded approving the report. The motion was unanimously passed.

**C. Legislative Report**

The group discussed the confusion around Medicaid or Medicare eligibility while persons are incarcerated. County employees have been given conflicting information from DHHS. Sheriff

Troy Morton reported that many inmates are not eligible, but it is still an issue that needs further clarification.

The Governor's budget includes only the \$12.2 million annual appropriation for county jail funding with no amount designated in a supplemental proposal. County representatives should start lobbying for supplemental funding as soon as possible.

County Manager Peter Crichton thanked Rosemary Kulow for obtaining bill sponsors. Cumberland County will lobby for oversight of the civic center, and for Sheriffs to have the authority to issue summonses rather than make an arrest at their discretion.

Administrator Bill Collins reported that Penobscot County hosted a breakfast with legislators. Although the weather was not ideal, they met with ten legislators in an effort to educate them on current topics and areas of concern.

Comm. Graf inquired about the marijuana tax amount of 1%. Ms. Kulow responded that based on other states, 1% of the total revenue was recommended.

The group discussed the issue of phlebotomy as it pertains to county law enforcement. Some medical facilities refuse to perform the draw. One issue is that medical personnel could be subpoenaed. A solution would be to accept medical records or a certificate of sufficient evidence in court rather than require medical personnel to testify in court.

#### **D. Professionalism in Management Committee (PMC) Report**

No report was given.

#### **E. Association Reports**

*MACCAM:* Administrator Bill Collins reported that Greg Zinser was elected as the new president with Administrator Pam Hile as second in command. There is a MTCMA meeting on Friday. Three local government services county government could offer are tax assessment, animal control and code enforcement.

*MACT:* Treasurer David Parkman introduced Vickie Braley of Franklin County as the 2017 president of the association.

*MECCA:* Communications Director Owen Smith reported the association would be watching legislation for two areas of concern: funding, especially regarding the communication system computer interface being incorporated and a potential surcharge increase. Mr. Smith also expects to oppose a system in which mobile emergency calls would have to be transferred causing an unnecessary step before the caller gets help.

*MSA:* Sheriff Morton reported that an MCCA representative has not been chosen for 2017. *Comm. Fournier made a **motion** to request Sheriff Morton as the MSA liaison **seconded** by Comm. Fowler and the motion was **passed** with a unanimous vote.*

#### **F. Corrections Report**

Sheriff Morton reported that statistics show 70% of inmates are pre-trial and that the number of female inmates is increasing. These are some of the challenges that need to be overcome.

**G. Annual Convention Report**

Office Manager Lauren Haven reported that there was a tour of Sunday River and a food tasting on January 6<sup>th</sup>. Oxford County Commissioner Tim Turner, Admin. Scott Cole, and Clerk Abby Shanor, Waldo County Communications Director Owen Smith, and Lauren met with the Sunday River’s Conference Sales Managers Mike Look and Steve Dacko. Lauren said the venue seems ideal for MCCA’s needs with plenty of room to accommodate all guests and plenty of meeting space for any arrangement of breakout sessions. Mr. Smith reiterated that the convention needs strong participation and the support of the commissioners to be successful.

**H. NACo Report**

The Legislative conference will February 25<sup>th</sup> through March 1<sup>st</sup>. Comm. Baldacci and Comm. Fowler will plan to attend. MCCA Staff will facilitate the change of representatives from Gary McGrane to Comm. Fowler.

**XIV. Other Business**

No other business was brought before the board.

**XV. Adjournment**

Comm. Fowler made a **motion** to adjourn at approximately 11:40 a.m.; Comm. Gardner seconded the **motion**, which was unanimously **approved**. The group adjourned to lunch.

Respectfully submitted,

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MCCA Office Manager, Lauren Haven

Attested:

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MCCA Secretary-Treasurer, Michael Cote