

# M.C.C.A.

Thomas Coward, President  
Cumberland County

Amy Fowler, Vice President  
Waldo County

Carol Maines, Secretary-Treasurer  
Knox County

Charles Pray  
Executive Director

Lauren Haven  
Office Manager



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## MAINE COUNTY COMMISSIONERS ASSOCIATION MCCA Board of Directors' Meeting Minutes MCCA Offices Augusta, October 10, 2018

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

President Thomas Coward called the meeting to order at approximately 10:30 a.m. following the MCCA Risk Pool meeting. Attendees recited the Pledge of Allegiance and all present introduced themselves.

DIRECTORS PRESENT: *Androscoggin* – Comm. Noel Madore; *Aroostook* – Comm. Norman Fournier; *Cumberland* – Comm. Thomas Coward; *Hancock* – Admin Scott Adkins proxy for Comm. Percy Brown; *Knox* – Comm. Carol Maines; *Lincoln* – Comm. William Blodgett; *Oxford* – Interim Admin. Tom Winsor proxy for Comm. Steven Merrill; *Penobscot* – Admin. Bill Collins proxy for Comm. Peter Baldacci; *Piscataquis* – Comm. James Annis; *Somerset* – Admin. Dawn DiBlasi proxy for Comm. Newell Graf; *Waldo* – Comm. Amy Fowler; and *York* – Comm. Michael Cote.

OTHERS PRESENT: *Cumberland* – Comm. Steve Gorden; *Knox* – Admin. Andy Hart; *Lincoln* – Admin. Carrie Kipfer; and *MACT* – David Parkman.

DIRECTORS ABSENT: *Kennebec* – Comm. George Jabar; *Hancock* – Comm. Percy Brown; *Oxford* – Comm. Steven Merrill; *Penobscot* – Comm. Peter Baldacci; *Sagadahoc* – Comm. Charles Crosby III; *Somerset* - Comm. Newell Graf; and *Washington* – Comm. Chris Gardner.

STAFF PRESENT: Risk Pool Manager Malcolm Ulmer and Office Manager Lauren Haven.

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

Comm. Gorden moved and Comm. Fournier seconded adding the topic of new legislation to section VII. Other Business. The motion was approved.

Comm. Fowler moved and Comm. Blodgett seconded approving the aforementioned addition. The motion was approved unanimously.

### III. Approval of September 14, 2018 Board of Directors' Meeting Minutes

Comm. Cote moved to approve the minutes from the Board of Directors' meeting on September 14, 2018 with no revisions. Comm. Fowler seconded the motion and it passed unanimously.

#### **IV. Old Business**

##### **A. Bicentennial Project Proposal Update**

Dave Cheever, State Archivist from the office of the Secretary of State emailed a brief update on the sailing project idea for the Bicentennial celebration in the Summer of 2020. The gist of the update indicated plans are being solidified and progress is being made to bring Class A ships and Class B boats to Maine's coast in July 2020. This needs to happen before proceeding further. Once an agreement has been established, a proposal can be sketched out in more detail with the logistics and costs.

#### **V. New Business**

##### **A. Consideration of a Newly Elected Official Training**

The favorable feedback from the 2016 Newly Elected Official Training strongly supported making this workshop a standard offering on election years. The group discussed charging a fee to cover speakers, event space and food. Last time MCCA charged \$25 which did not cover the cost of the event. On behalf of the Professionalism in Management Committee, Comm. Cote asked Office Manager Lauren Haven if she would make the necessary arrangements. She agreed and will update the Board of Directors at the next meeting.

##### **B. County Government Day in 2019**

Office Manager Lauren Haven reported the date for the celebration of County Government Day had been reserved for the Hall of Flags on Thursday, April 11<sup>th</sup>, 2019 from noon to 4:00 pm. The Spirit of America Foundation (SOA) ceremony will immediately follow the event which will honor award recipients for their dedication to volunteerism. In 2018 this arrangement worked well to encourage cross over between audiences as some award recipients arrived in time to view county exhibits, and some county employees stayed to attend the SOA ceremony. Lauren urged members to commit to the date early and plan to participate.

##### **C. Budget and Finance Committee Members**

President Tom Coward asked who would like to continue to serve on the Budget and Finance Committee, and who was interested in joining the Committee. Comm. Norm Fournier, Comm. Amy Fowler, and Admin. Bill Collins agreed to serve on the Committee to work on the 2019 budget with the help of President Tom Coward and MCCA staff. Comm. Maines was invited to join as the Treasurer of the Association. Lauren will confirm the availability of Admin. Pamela Hile who is presently on the Committee but was absent at this meeting. The group talked about scheduling an initial meeting in preparation for first budget draft. Lauren will send out a survey to find the best date for everyone.

#### **VI. Reports**

##### **A. Executive Director and Legislative Report**

The group discussed the items on Executive Director Charles Pray's report, particularly elections and budgets. President Coward asked about the MMA Convention attended by Charles Pray and Lauren Haven. Lauren reported she participated in several informative educational sessions at the conference and had brought back materials from vendors who would be invited to the MCCA convention. She referred to a table with handouts to share with the group. She also mentioned there were a few books still available from Kevin Hancock's talk at the convention.

## **B. Financial Reports**

Office Manager Lauren Haven presented the September financial reports. She mentioned most transactions for the month were payments and income from conference vendors and attendees. More payments are expected after the conclusion of the event. The only concerns were related to the convention. The amount of revenue from vendors and sponsors was less than projected in the 2018 budget. Also, the activities and entertainment were a bit more expensive in comparison to some other years. Comm. Gorden inquired about the net income projected in the 2018 budget which was \$8,400. She said we didn't lose money, but we might be left with only a thousand or two in net income. The accounting would be further complicated by the substantial deposit of \$5,000 required by Point Lookout for the 2019 event which would be reflected in 2018. Ms. Haven invited questions about the reports. Hearing none, *Comm. Fournier moved and Comm. Fowler seconded approving the financial reports. The motion was passed with no opposition.*

## **C. Association Reports**

*MACCAM:* Penobscot Admin. Bill Collins stated the association met at the convention with participation from 14 out of 16 counties. Jail funding and finances were discussed at the meeting. Counties anticipated receiving the allocated funds. He stated there was \$200,000 not allocated to any one county, and he would be requesting Penobscot be the recipient due to their substantial budget shortfall. The group talked about the MSA meeting at the convention in which they proposed hiring an outside vendor to develop a report to present to the legislature. Comm. Fowler mentioned having a contact at the Muskie School who would be interested in working on such a report. Admin. Collins said it was crucial to have the county finance people involved. Admin. Bob Devlin planned to continue to pursue accurate numbers for jail operating expenses with the help of county finance managers and treasurers. Comm. Fowler will look into it and report back to the Board of Directors.

*MACT:* Treasurer David Parkman reported their association also met at the convention with participation from 12 out of 16 counties. It was a very good meeting good information shared. Cumberland folks attended the meeting and Mr. Parkman hoped they could persuade them to continue to come to future meetings for everyone's benefit.

## **D. Annual Convention Report**

Office Manager Lauren Haven reported bills were being processed for the convention, "thank you" notes had been mailed to vendors and speakers, and evaluation forms had been compiled with the results included in the agenda packet. Lauren had given vendors cards for next year's event, but also included the information in the "thank you" notes so they could include it in their budgets. There were over 200 participants at the convention including speakers, vendors, attendees and guests. We had 20 exhibits, nine sponsors and two more advertisers. Lauren had asked speakers if we could share their PowerPoint presentations and would post them on the MCCA website and/or send them to anyone interested once she has permission to do so.

The group discussed the 2019 event at Point Lookout in Waldo County. Comm. Fowler from the host county said their board of commissioners would like county departments to come up with ideas for educational sessions. There was some debate over the preference of weekend dates versus week days to hold the event. In the past, the Board of Directors' voted to hold the conference over the weekend. President Tom Coward mentioned he had a suggestion for an excellent speaker who couldn't make it to this year's convention and would check on the availability for next year. Lauren said the Convention Planning Committee was scheduled to meet tomorrow, Thursday, October 11<sup>th</sup> at the venue.

**E. NACo Report**

Comm. Amy Fowler said there was nothing new to report. Office Manager Lauren Haven said the PowerPoint presentation given by NACo Membership Manager John Losh had been posted on the MCCA website on the NACo page for anyone who missed his talk.

**F. Strategic Plan Review Committee**

The Strategic Plan update is still in progress. The committee members hope to present a draft document for consideration at the November Board of Directors’ meeting.

**XIII. Other Business**

Added Agenda Item: New Legislation

Comm. Gorden suggested the MCCA should start working on drafting legislation now to be introduced in the next session. The group discussed topics for bills such as terms of probation, mental health issues, a county tax added for alcohol and/or marijuana sales, authority for a sheriff to post bail, a 911 surcharge fee, etc. Comm. Fournier recommended everyone create a list of priorities for a side-by-side comparison. Then a decision could be made on which topics to develop first. Executive Director Charles Pray will be back from vacation next week and will pick a meeting date and send out an invitation to the group.

President Thomas Coward presented a retirement plaque to MCCA Secretary/Treasurer and Knox County Commissioner Carol Maines. On behalf of the Board of Directors he thanked her for her dedication and service to MCCA and the citizens of Knox County. All present applauded and wished her well.

**XIV. Adjournment**

President Thomas Coward invited a **motion to adjourn at approximately 11:50 a.m.** Comm. Fournier made the **motion** seconded by Comm. Fowler, and the **motion** 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, Carol Maines